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ABSTRACT

This is a teacher's guide to a 30-lesson keyboarding program for elementary and middle school students. The primary instructional objectives are to teach students how to: (1) keyboard from a correct position; (2) identify the names for the fingers to be used to keyboard; and (3) locate the most frequently used keys with the correct finger. No special software is needed for instruction, and students can enter the lessons on a paper keyboard template, typewriter, blank computer screen, or any word processor. Each lesson provides step-by-step instructions, review, and practice exercises. The program can be used in conjunction with a commercial software program; this version of the guide is designed for use with the "MECC (Minnesota Educational Computing Corporation) Keyboarding Primer" (Apple only). An appendix includes a record grid for recording handwriting and keyboarding rates, wordlists, paper keyboard templates, a sample "certificate of improvement," and reproducible "keyboard success" decals. An 18-item bibliography is also provided. (EW)

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Keyboard Success
MECC Version

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About the Project

We began preparing to write *Keyboard Success* in the Fall of 1984 by carefully examining several dozen commercially prepard software and print programs for keyboarding. The initial materials were written, field-tested, and revised during the 1985-86 school year. *Keyboard Success* is the result of the cooperative efforts of a consortium of educational agencies in Oregon and Washington.

We are grateful for the many helpful suggesstions for improving this program that were made by educators throughout the Northwest. The proceeds of this publication will be dedicated toward improving keyboarding instruction in our region and elsewhere. We wish you success with *Keyboard Success* and welcome your comments.

Ann Fidanque, Sam Miller, Mary Smith, Gail Sullivan

This book is published by the International Council for Computers in Education, the U.S. and international professional organization for computer-using educators. ICCE members are dedicated to improving education through appropriate use of computer-related technology. ICCE publishes *The Computing Teacher*, an international journal that focuses on instructional uses of computers at the precollege level.

Keyboard Success contains a teacher's guide, computer flip book, and Apple keyboard wall chart. Order additional computer flip books, one for each computer. The prices for the *Keyboard Success* packet given below are for **prepaid** orders. On other orders a $2.50 processing charge will be added.

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Keyboard Success
MECC Version

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Eugene District 4J, Bethel District 52, OR, and ESD 112, WA

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Introduction

Word processing and other keyboard-intensive computer applications require students to be facile with a computer keyboard. *Keyboard Success* is a systematic keyboarding curriculum developed by classroom teachers for use with students in elementary and middle school. It is based on a careful review of research, teaching practices, computer software, and field test reports obtained from educators who used preliminary versions of the curriculum. In summary, *Keyboard Success* is designed to address the concerns described below.

- If students are expected to compose with a computer, then systematic instruction and practice in keyboarding are essential prerequisites.

- A keyboarding program must be teacher-directed, easy to implement, and inexpensive.

Program Overview

- *Keyboard Success* is a 30-lesson program for use with individual students, small groups, or an entire class.

- The instructional materials consist of a Teacher's Guide, a Computer Flip Book, and a Keyboard Wall Chart.

- No special training is necessary to implement the program. The Teacher's Guide contains scripted directions for presenting each lesson.

- Each lesson and practice period requires approximately 25 minutes. The lessons emphasize technique, speed, and accuracy.

- The primary instructional objectives are to teach students how to (1) keyboard from a correct position, (2) identify the names for the fingers used to keyboard, and (3) locate the most frequently used keys with the correct finger.

- *Keyboard Success* introduces real words as soon as possible, frequently reviews previously taught skills, and provides additional practice for accelerated students.

- No special software is necessary for instruction. Students can enter the lessons on a paper keyboard template, typewriter, blank computer screen, or any word processor.

- *Keyboard Success* can also be used in conjunction with two commercial software programs: *MicroType: The Wonderful World of Paws* (Apple, Commodore, IBM versions) published by Southwestern Publishing Company, and *MECC Keyboarding Primer* (Apple only) published by the Minnesota Educational Computing Corporation. This guide is designed for use with *MECC Keyboarding Primer.*

Preparing For The Lesson

Keyboard Success builds skills progressively. The program should be taught daily beginning from Lesson 1. A good way to prepare to teach the program is to follow the suggestions listed below.

1. Preview the lesson script. It is not necessary to memorize the directions. Once you have presented several lessons you will notice that the lesson procedures remain consistent and you will quickly become familiar with the teaching formats.

2. The lessons include exercises you will present. These occur first in the lesson and are followed by independent practice. The lesson scripts use the following prompts:

   - CAPITAL LETTERS INDICATE WHAT THE TEACHER DOES.
   - **Boldface letters indicate what the teacher says.**

3. Each lesson begins with a "Summary Box" that specifies the materials you will need.

Lesson 15

Keys Introduced	Materials	Correlated Software
r o	Keyboard Wall Chart	MECC Lesson 4

- "Keys Introduced" indicates the new keystrokes that you will introduce.
- "Materials" indicates that a large keyboard wall chart should be displayed in a location that can be observed easily by all students.
- "Correlated Software" indicates the optional computer software lesson that can be used after presenting the *Keyboard Success* lesson.

Sample Lesson

This section presents examples of the three most frequent lesson exercises in *Keyboard Success*. The teaching scripts are carefully worded to help you present the lessons as concisely as possible. When you present a lesson try to maintain a steady pace and don't hesitate to repeat an exercise if student performance is ragged.

Key Review

This exercise appears at the beginning of Lessons 3-30. The purpose of the exercise is to review the correct position for keyboarding that is presented in Lessons 1-3. This is followed by a review of keys introduced in the previous lesson. The teacher dictates the keystrokes to establish a rhythm that will help guide the students' keyboarding pace.

Correct position begins with a review of these four behaviors: 1) clearing the work area, 2) feet flat on the floor, 3) sitting up straight and forward on the chair with a slight forward lean, and 4) elbows tucked in, wrists flat, fingers curved over the home keys. The students' chairs should be at the proper height and positioned in front of the computers so students can comfortably reach the keys; students should be one hand span from the keyboard and centered on the J key.

Have the students hang their arms down at their sides, bend their elbows, and bring their forearms up to the keyboard. The backs of the the students' hands should follow the slant of the keyboard; their wrists should be flat. Instruct the students to lightly tap the keys using their fingertips. When students are copying from the the Computer Flip Book, encourage them to keep their eyes on their copy.

---

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   ,,,...home ,,,...home ???...home ???...home iii...home
   iii...home nnn...home nnn...home k,k kik l?l l?l kik
   kik jnj jnj kki...home kki...home ;??...home nnj jnn
   ik,...home ik,...home

Key Introduction

This exercise appears throughout the program and is the basis for introducing the home row keys and the correct finger paths for keystrokes.

---

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *r* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left pointer finger.
   Watch me reach up, tap *r* and return home.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap r...home...r...home...r...home.

4. **Let's practice with spaces.**
   rrr...home rrr...home rrr....home r...home r...home
   frf frf frf frf frf frf frf frf frf

5. **Now let's learn *o*.**

   TOUCH THE KEY ON THE WALL CHART.

   Use the right ring finger.
   Watch me reach up, tap *o* and return home.
   When you reach for a key, keep your other fingers anchored.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap o...home...o...home...o...home.

7. **Let's practice with spaces.**
   ooo...home ooo...home ooo...home ooo...home ooo...home
   lol lol lol lol lol lol lol lol lol

8. **Let's practice with both keys.**
   Get ready.

   rrr...home rrr...home rrr...home rrr...home rrr...home
   ooo...home ooo...home ooo...home ooo...home ooo...home

Practice

This exercise appears at the end of each lesson. The exercise begins with teacher-directed practice followed by independent practice in the Computer Flip Book. Extra practice material is available on bonus pages provided in the Computer Flip Book. The Computer Flip Book is designed to fit on top of the monitor. A separate book is needed for each computer.

Finally, the directions end with a very important reminder to the teacher to monitor the class for correct keyboarding technique. Monitoring is essential to successful keyboarding instruction and should include feedback to the students about their progress and technique. Students can monitor their own progress by using the Progress Chart; a blackline master for the Progress Chart is in the Appendix. The teacher can keep track of student progress by using the record grid located in the Appendix.

---

1. **Listen: Forrest and Rona are at a front door.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

> **A. Forrest and Rona are at a front door.**
>
> **B. Rita ran errands for Dr. Ronald Reed.**
>
> **C. Rod doodled on a ton of noodles.**

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 15.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 15.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Closing Comments

Encourage students who must share a computer or typewriter to work as a team. For example, the student not at the keyboard can dictate the practice lesson to their partner. Students can also practice with a paper keyboard template while their partner uses a real keyboard, but be sure to have students switch places often. Working with a real keyboard is essential for skill development.

Remember, keyboarding is a motor skill that requires concentration and practice; in other words it is work, so it is important that you convey the importance of keyboarding by combining careful instruction with enthusiasm. The Appendix includes a record grid, word lists for practice, a certificate, and button and sticker page.

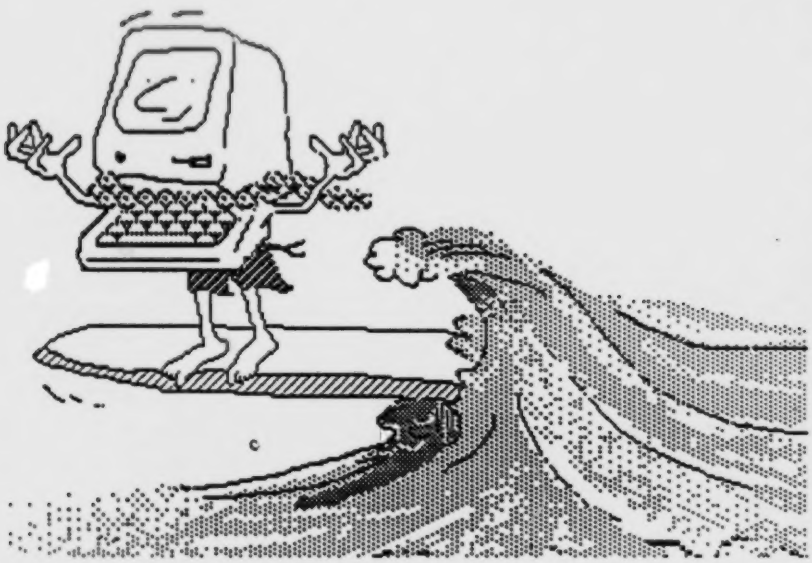
Scope and Sequence

Skill Introduced	*Lesson*
Finger Naming	1-4
Keyboarding Position	1-2
Key Introduction or Review	2-30
Practice	2-30
Keyboarding Rate	7, 16, 23, 30

Scope and Sequence

Keyboard Success	*Keys*	*Software Correlation*	
Lesson 1	Introduction		
Lesson 2	**a ; Spacebar RETURN**		
Lesson 3	**s k**		
Lesson 4	Review		
Lesson 5	**d l**		
Lesson 6	**; f**		
Lesson 7	Review	MECC Lesson	1
Lesson 8	**e t**	MECC Lesson	1
Lesson 9	Review	MECC Lesson	2
Lesson 10	**period SHIFTS**	MECC Lesson	2
Lesson 11	Review	MECC Lesson	3
Lesson 12	**i n**	MECC Lesson	3
Lesson 13	Review	MECC Lesson	3
Lesson 14	**comma question mark**	MECC Lesson	4
Lesson 15	**r o**	MECC Lesson	4
Lesson 16	Review	MECC Lesson	4
Lesson 17	**u c h**	MECC Lesson	5
Lesson 18	Review	MECC Lesson	5
Lesson 19	**c p**	MECC Lesson	6
Lesson 20	Review	MECC Lesson	6
Lesson 21	**m y**	MECC Lesson	7
Lesson 22	Review	MECC Lesson	7
Lesson 23	**w g**	MECC Lesson	8
Lesson 24	Review	MECC Lesson	8
Lesson 25	**b v**	MECC Lesson	9
Lesson 26	Review	MECC Lesson	9
Lesson 27	**x q**	MECC Lesson	10
Lesson 28	**z quotation mark**	MECC Lesson	10
Lesson 29	**apostrophe**	MECC Lesson	11
Lesson 30	Review	MECC Lesson	11

Lesson Presentation



Lesson 1

Introduction	Materials
Handwriting Rate	Keyboard Wall Chart
Finger Naming	Desktop Templates
Keyboarding Position	Handwriting Rate Worksheets
Key Location	Finger and Position Charts

- A COMPUTER IS NOT NECESSARY FOR PRESENTING THIS LESSON.
- PREPARE AND DISTRIBUTE HANDOUTS FOR EACH STUDENT.
  DUPLICATE THE HANDWRITING RATE WORKSHEET ON PAGE 3.
  DUPLICATE THE FINGER CHART BLACKLINE MASTER ON PAGE 5.
  DUPLICATE THE POSITION CHART BLACKLINE MASTER ON PAGE 9.
- DRAW A HAND ON THE BOARD SIMILAR TO THE FINGER CHART.

Handwriting Rate

1. **Today you start the first of thirty keyboarding lessons. Entering information into a computer is called keyboarding. Before you begin keyboarding, I need some information and you need to learn some important facts.**

2. You are going to write as neatly and as fast as you can. Place the Handwriting Rate Worksheet on your desk. Clear everything else away.

   PAUSE AND CHECK.

3. **Write your name and the date on the worksheet, then put your pencil down.**

   PAUSE AND CHECK.

4. When I say begin, copy the three lines as many times as you can. Don't correct mistakes. You may write in cursive or print.
   Ready...begin.

   CHECK STUDENTS AND SAY "STOP" AFTER ONE MINUTE.

   Each word is worth one point. Give yourself one point for each word you wrote. Write your score at the top of the worksheet.

   PAUSE AND CHECK.

5. COLLECT STUDENT PAPERS. EVALUATE THE LEGIBILITY OF EACH STUDENT'S WORKSHEET. DEDUCT POINTS FROM THE STUDENT'S SCORE FOR EACH ILLEGIBLE WORD. ENTER THE STUDENT'S FINAL SCORE ON THE RECORD GRID IN THE APPENDIX ON PAGE 111.

6. THE PURPOSE OF THIS EXERCISE IS TO OBTAIN BASELINE HANDWRITING DATA FOR EACH STUDENT. THIS DATA SHOULD BE RECORDED AND COMPARED TO KEYBOARDING DATA OBTAINED AFTER LESSON 30. A REASONABLE RATE IS FOR STUDENTS TO KEYBOARD AT A RATE COMPARABLE TO THEIR HANDWRITING RATE.

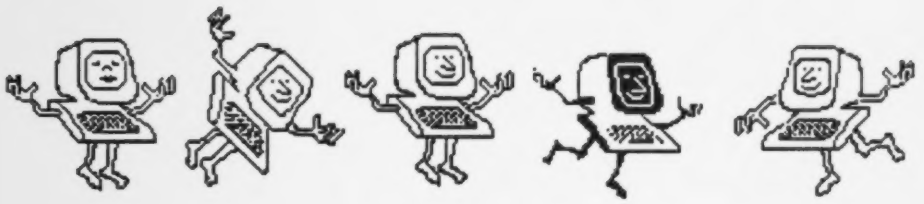
Handwriting Rate Sheet

Name _____ Date _____

Did the quick, brown fox jump?

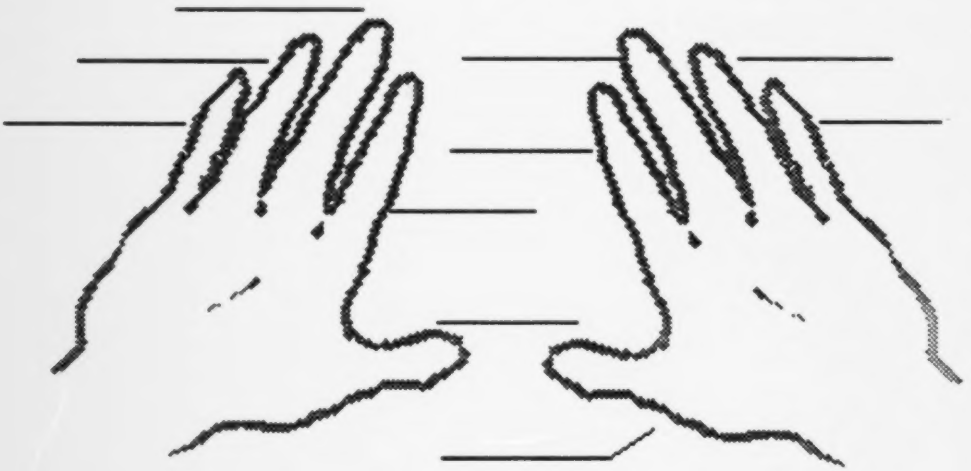
Is there time for some people?

Magician Vic can zap all yaks.



Write the names of each finger on the hands below. Copy names from the word box.

Thumb	Ring	Pointer	Middle	Little



Name

Finger Naming

1. **Let's learn the names for our fingers.**

2. **Watch me.**

   FACE THE CLASS, RIGHT HAND UP, PALM TOWARD THE CLASS, MAKE A FIST.

3. **Your turn.**

   DEMONSTRATE EACH BEHAVIOR. PAUSE AND CHECK.

   Raise your right hand.
   Turn your palm toward me.
   Make a fist.

4. TOUCH THE RIGHT POINTER FINGER ON THE FINGER CHART.

   This is the pointer finger.
   What finger? (Students) Pointer finger.
   Raise your pointer finger. Leave it up. CHECK.

5. TOUCH THE MIDDLE FINGER ON THE FINGER CHART.

   This is the middle finger.
   What finger? (Students) Middle finger.
   Raise your middle finger. Leave it up. CHECK.

6. REPEAT PROCEDURE IN STEP 5 FOR THE FOLLOWING FINGERS:
   RING
   LITTLE
   THUMB

7. **Once more.**
   Look at the finger chart if you need to.

   CHECK EACH ACTION.

8. **Raise your right hand.**
   Turn your palm toward me.
   Make a fist.

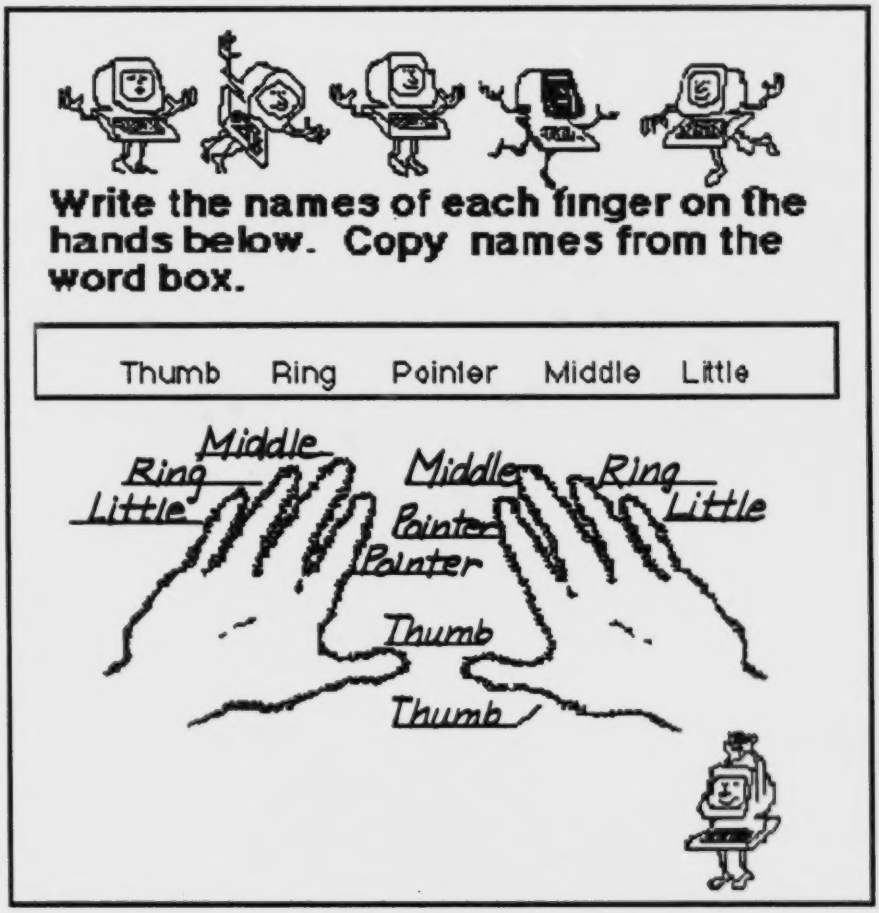
9. **Raise your little finger. Leave it up.**
   Raise your middle finger. Leave it up.
   Raise your pointer finger. Leave it up.
   Raise your ring finger. Leave it up.
   Raise your thumb.
   Put your right hand down.

10. REPEAT PROCEDURE IN STEPS 4-9 USING THE LEFT HAND.

11. HAND OUT FINGER CHARTS.

8

12. **Look at your worksheet.**
Match each finger with the correct name.
Write the name on the line by that finger.



13. **Check your worksheet.**
Circle your errors, then correct them.

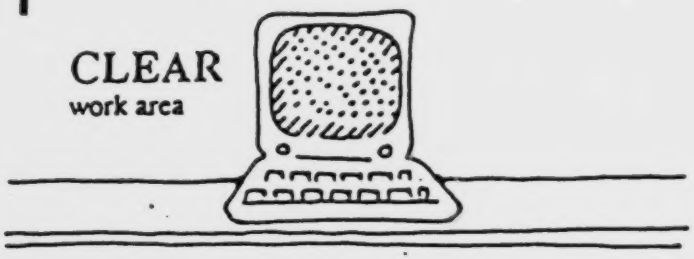
Finger one. Name it. (Students) Little.
Finger two. Name it. (Students) Ring.
Finger three. Name it. (Students) Middle.

REPEAT THIS PROCEDURE FOR EACH REMAINING FINGER.

POSITION CHART
(For Good Keyboarding Habits)

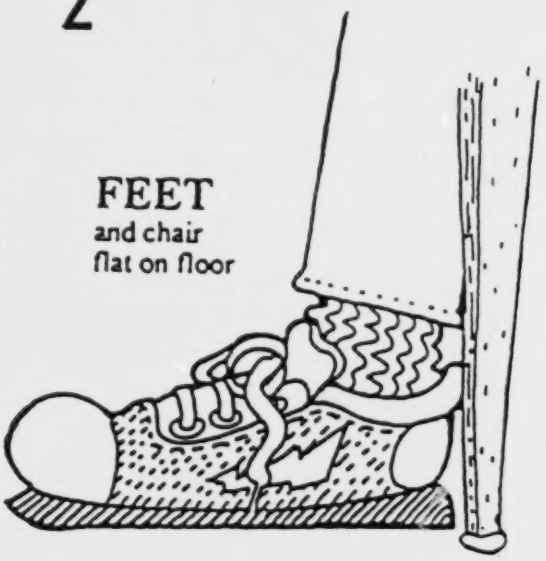
1

CLEAR
work area



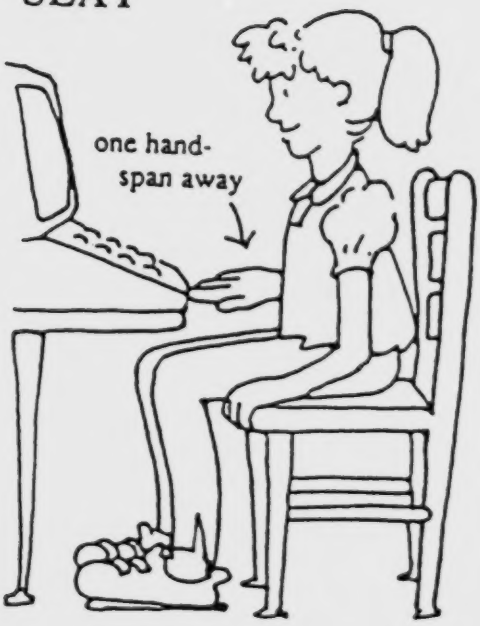
2

FEET
and chair
flat on floor



3

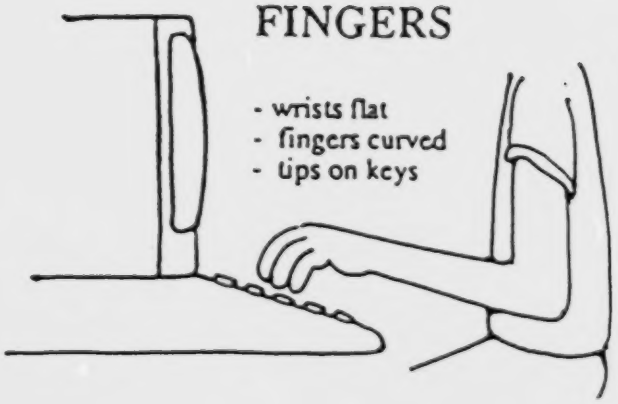
SEAT



4

FINGERS

- wrists flat
- fingers curved
- tips on keys



Keyboarding Position

1. **Entering information into a computer is called keyboarding.**
   Before you begin keyboarding, you need to follow the rules on the position chart.

2. **Touch picture number one.**
   First, clear your work area.

   MODEL THIS BEHAVIOR.

   Touch picture number two.
   Next, feet and chair flat on the floor.

   MODEL THIS BEHAVIOR.

   Touch picture number three.
   Next, sit up straight, elbows in.

   MODEL THIS BEHAVIOR.

   Touch picture number four.
   Next, wrists flat, fingers down and curved.

3. **Your turn. Practice each rule when I give the clue.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

Key Location

1. POINT TO THE HOME KEYS ON THE KEYBOARD WALL CHART.
   EACH STUDENT SHOULD HAVE A COMPUTER KEYBOARD OR A DESKTOP TEMPLATE.
   A TEMPLATE MASTER IS PROVIDED ON PAGE 13.

   These are called the home keys.
   Always begin with your fingers on the home keys.

2. **I'll name the home keys you'll learn today.**

   TOUCH EACH KEY ON THE WALL CHART.

   The keys for the left hand are: A..S..D..F.

3. TOUCH EACH KEY ON THE WALL CHART.

   The home keys for the right hand are: SEMI-COLON...L...K...J.

4. **I'll place my left fingers on the home keys.**

   PLACE FINGERS ON A-S-D-F KEYS, THEN NAME EACH KEY.

5. **Your turn.**
Place your left hand fingers on these keys:
A..S...D...F.

CHECK.

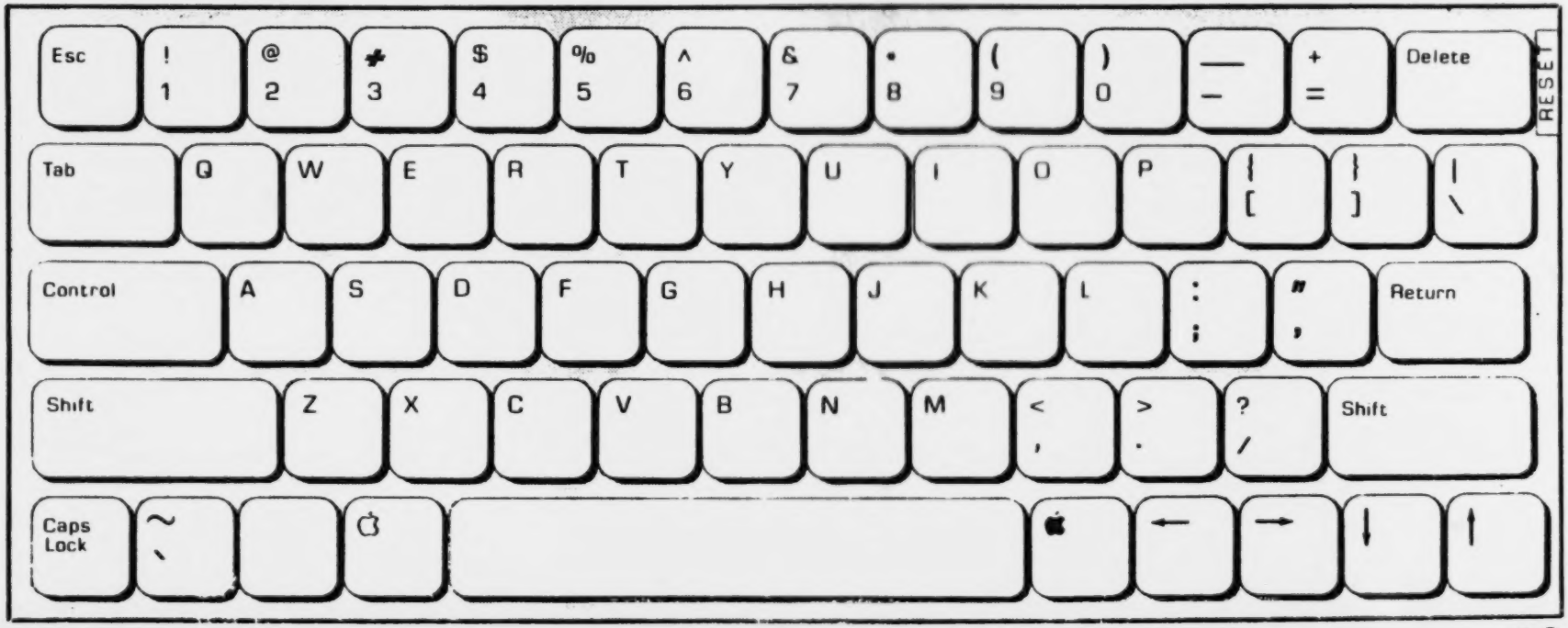
6. **I'll place my right fingers next.**

PLACE FINGERS ON SEMI-COLON-L-K-J KEYS.

7. **Your turn.**
Place your right hand fingers on these keys:
SEMI-COLON...L...K...J.

CHECK.

8. **Your fingers are now on the home keys.**
What keys? (Students) Home keys.


Esc
! 1
@ 2
# 3
$ 4
% 5
^ 6
& 7
* 8
(9
) 0
— –
+ =
Delete
RESET
Tab
Q
W
E
R
T
Y
U
I
O
P
{ [
}]
| \
Control
A
S
D
F
G
H
J
K
L
: ;
" '
Return
Shift
Z
X
C
V
B
N
M
< ,
> .
? /
Shift
Caps Lock
~ `

Lesson 2

Keys Introduced	Materials
a j Spacebar RETURN	Keyboard Wall Chart

Finger Naming Review

1. **Let's review the names of the fingers.**
   Look at the chart if you need to.

   CHECK EACH ACTION.

2. **Raise your right hand.**
   Turn your palm toward me.
   Make a fist.

3. **Raise your little finger and leave it up.**
   Raise your pointer finger and leave it up.
   Raise your middle finger and leave it up.
   Raise your ring finger and leave it up.
   Raise your thumb and leave it up.
   Put your right hand down.

4. REPEAT PROCEDURE IN STEP 2 AND 3 USING THE LEFT HAND.

Keyboarding Position Review

1. **Let's review the rules for keyboarding.**

2. **First, clear your work area.**

   MODEL THIS BEHAVIOR.

   Next, feet and chair flat on the floor.

   MODEL THIS BEHAVIOR.

   Next, sit up straight, elbows in.

   MODEL THIS BEHAVIOR.

   Next, wrists flat, fingers down and curved.

3. **Your turn. Practice each rule when I give the clue.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

Key Location

1. **I'll place my left fingers on the home keys.**

   PLACE FINGERS ON A-S-D-F KEYS.

2. **Your turn.**
   Place your left hand fingers on these keys:
   A...S...D...F.

   CHECK.

3. **I'll place my right fingers next.**

   PLACE FINGERS ON SEMI-COLON-L-K-J KEYS.

4. **Your turn.**
   Place your right hand fingers on these keys:
   SEMI-COLON...L...K...J.

   CHECK.

5. **Your fingers are now on the home keys.**
   What keys? (Students) Home keys.

Key Introduction: a j

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Use your left little finger to tap the letter *a*.**
   Get ready.
   Tap a...a...a.

3. TOUCH SPACEBAR ON THE WALL CHART.

   This key is called the *spacebar*.
   The *spacebar* lets you put a space on the line.
   Use your right thumb to tap the *spacebar*.
   Watch me tap the *spacebar* with my right thumb.

4. **Let's practice with spaces.**
   Tap the spacebar with your right thumb.
   aaa...space aaa...space aaa...space aaa...space aaa...space aaa...space

5. **Use your right pointer finger to tap *j*.**
   Get ready.
   Tap j...j...j.

6. **Let's practice with spaces.**
   Tap the spacebar with your right thumb.
   jjj...space jjj...space jjj...space jjj...space jjj...space jjj...space

7. Let's practice with both keys.
   Get ready.

   aaa...space jjj...space jaj...space aja...space aaa...space jjj...space
   aja...space jaj...space aja...space jaj...space jja...space aaj...space
   jja...space aaj...space jaj...space aja...space aja...space jaj...space

8. TOUCH RETURN ON THE WALL CHART.

   This key is called *RETURN*.
   ***RETURN* lets you work on a new line.**
   Place your fingers on the home keys.
   Look at your right hand.
   Reach over, tap *RETURN* with your right little finger.

9. Let's practice with RETURN.
   Tap RETURN with your right little finger.
   aj...RETURN ja...RETURN jaj...RETURN aaj...RETURN

Practice

1. **Listen: aaa**
   Your turn to enter those letters on your keyboard.
   Get ready.

   SPELL EACH GROUP OF LETTERS IN LINE A.
   PAUSE AND SAY "SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. aaa jjj aaa jjj aaa jjj aj aj ja ja a ja

B. ja ja ja aj aj aj a ja a ja jaa jaa jaj jaj

C. jaa jaa jaa ajj ajj ajj jaj jaj jaj aja aja

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 2.**
   Enter each line twice.
   Tap RETURN at the end of a line.

   Don't correct mistakes.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING POSITION:
   - √ ONE HAND SPAN AWAY FROM THE KEYBOARD; FEET FLAT ON THE FLOOR.
   - √ FINGERS CURVED OVER HOME KEYS.
   - √ HANDS STILL; QUICK SNAPPY KEYSTROKES.

Lesson 3

Keys Introduced	Materials
s k	Keyboard Wall Chart

Finger Naming Review

1. **Let's review the names of the fingers.**

   CHECK EACH ACTION.

2. **Raise your right hand.**
   Turn your palm toward me.
   Make a fist.

3. **Raise your little finger and leave it up.**
   Raise your ring finger and leave it up.
   Raise your middle finger and leave it up.
   Raise your pointer finger and leave it up.
   Raise your thumb and leave it up.
   Put your right hand down.

4. REPEAT PROCEDURE IN STEP 2 AND 3 USING THE LEFT HAND.

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

aaa...space	**aaa...space**	**jjj...space**	**aaa...space**	**jjj...space**	**aaa..space**
aaa...space	**jjj...space**	**aaa...space**	**jjj...space**	**aaa...space**	**jjj...space**
aaj...space	**jja...space**	**aja...space**	**aj...space**	**aaa...space**	**jjj...space**

Key Introduction: s k

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...seat...feet...fingers.

2. **You're going to learn two new keys.**
   Here's the *s* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left ring finger.
   Watch me tap *s*.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap s...s...s.

4. **Let's practice with spaces.**
   sss...space sss...space sss...space sss...space sss...space

5. **Now let's learn *k*.**
   Here's *k* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right middle finger.
   Watch me tap *k*.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER

   Tap k...k...k.

7. **Let's practice with spaces.**
   kkk...space kkk...space kkk...space kkk...space kkk...space

8. **Let's practice with both keys.**
   Get ready.

sss...space	**sss...space**	**kkk...space**	**kkk...space**	**sss...space**
kkk...space	**sas...space**	**sas...space**	**kjk...space**	**kjk...space**
sks...space	**ksk...space**	**aks...space**	**aks...space**	**sas...space**

Practice

1. **Listen: jak**
   Enter those letters as I spell them.
   Get ready.

   SPELL EACH GROUP OF LETTERS IN LINE A.
   SAY "SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. jak a jaks sak sks aks aka ksk jka jaj

B. sass jak ask a sak as a ask a as a ask a

C. kass asks ask kass jask sass kass jass

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 3.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ ONE HAND SPAN AWAY FROM THE KEYBOARD; FEET FLAT ON THE FLOOR.
   √ FINGERS CURVED OVER HOME KEYS.
   √ HANDS STILL; QUICK, SNAPPY KEYSTROKES.

Lesson 4

Review

Finger Naming Review

1. DO NOT USE ANY PROMPTS OR FINGER CHARTS DURING THIS LESSON.

   Let's review the names of the fingers.

   CHECK EACH ACTION.

2. **Raise your right hand.**
   Turn your palm toward me.
   Make a fist.

3. **Raise your little finger and leave it up.**
   Raise your thumb and leave it up.
   Raise your middle finger and leave it up.
   Raise your pointer finger and leave it up.
   Raise your ring finger and leave it up.
   Put your right hand down.

4. REPEAT PROCEDURE IN STEP 2 AND 3 USING THE LEFT HAND.

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

aaa...space	**jjj...space**	**sss...space**	**kkk...space**	**jjj...space**
jsj...space	**jkj...space**	**skj...space**	**akj...space**	**aka...space**
sak...space	**saj...space**	**kak...space**	**ska...space**	**kss...space**

Practice

1. **Listen: ask**
   Enter those letters as I spell them.
   Get ready.

   SPELL EACH GROUP OF LETTERS IN LINE A.
   SAY "SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. ask a as a ask a as a sak a sak kak

B. sass kas sass jass kass kjk ksk kak

C. ak ak jak jak sak sak ask ak ask kass

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 4.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ ONE HAND SPAN AWAY FROM THE KEYBOARD; FEET FLAT ON THE FLOOR.
   √ FINGERS CURVED OVER HOME KEYS.
   √ HANDS STILL; QUICK SNAPPY KEYSTROKES.

Lesson 5

Keys Introduced	Materials
d l	Keyboard Wall Chart

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

jjj...space	**sss...space**	**kkk...space**	**aaa...space**	**jjj...space**
aka...space	**aka...space**	**skj...space**	**kka...space**	**aak...space**
jjs...space	**jkj...space**	**ksa...space**	**sks...space**	**jas...space**

Key Introduction: d l

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *d* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left middle finger to tap *d*.
   Watch me tap *d*.

3. **Get ready.**
   Tap d...d...d.

4. **Let's practice.**
   Tap the spacebar with your right thumb.
   ddd...space ddd...space ddd...space ddd...space ddd...space

5. **Now let's learn the *l*.**
   Here's *l* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use your right ring finger to tap *l*.
   Watch me tap *l*.

6. **Get ready.**
   Tap l...l...l.

7. **Let's practice.**
   Tap the spacebar with your right thumb.
   lll...space lll...space lll...space lll...space lll...space lll...space

8. **Let's practice with both keys.**
   Get ready.

   ddd...space ddd...space lll...space lll...space dld...space
   dld...space ldl...space ldl...space dld...space dld...space
   dld...space dld...space

Practice

1. **Listen: lass**
   Enter those letters as I spell them.
   Get ready.

   READ AND SPELL EACH GROUP OF LETTERS IN LINE A.
   SAY "SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. lass adds a salsa salad a sad dad

B. alas a dallas a sad kass ads a lad adds

C. ask lads ask a lass all dads add salsa

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 5.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ ONE HAND SPAN AWAY FROM THE KEYBOARD; FEET FLAT ON THE FLOOR.
   √ FINGERS CURVED OVER HOME KEYS.
   √ HANDS STILL; QUICK, SNAPPY KEYSTROKES.

Lesson 6

Keys Introduced	Materials
; f	Keyboard Wall Chart

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

ddd...space	**lll...space**	**ddd...space**	**sss...space**	**kkk...space**
dkd...space	**ldl...space**	**sll...space**	**kak...space**	**dda...space**
sll...space	**aad...space**	**ldl...space**	**sks...space**	**ksk...space**

Key Introduction: ; f

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *semi-colon* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use your right little finger to tap *semi-colon*.
   Watch me tap *semi-colon*.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap semi-colon...semi-colon...semi-colon.

4. **Let's practice with spaces.**
   Tap the spacebar with your right thumb.
   Get ready.
   ;;;...space ;;;...space ;;;...space ;;;...space ;;;...space ;;;...space

5. **Now let's learn *f*.**
   Here's *f* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use your left pointer finger to tap *f*.
   Watch me tap *f*.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap f...f...f.

7. **Let's practice with spaces.**
   fff...space fff...space fff...space fff...space fff...space fff...space

8. **Let's practice with both keys.**
   Get ready.

;;;...space	**;;;...space**	**;;;...space**	**;;;...space**	**;;;...space**	**;;;...space**
fff...space	**fff...space**	**fff...space**	**fff...space**	**fff...space**	**fff...space**
;l;...space	**;l;...space**	**fdf...space**	**fdf...space**	**fsd...space**	**;lk...space**

Practice

1. **Listen: ask dad;**
   Enter those words as I spell them.
   Get ready.

   BEGINNING WITH THIS LESSON, READ EACH WORD BEFORE SPELLING IT.
   READ AND SPELL EACH WORD IN LINE A.
   PAUSE AND SAY "SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. ask dad; ask a lass; dads salads; ads;

B. a fall fad; a flask falls; fall flasks;

C. ask all lads; dads fads; salad fads;

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 6.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 6.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ ONE HAND SPAN AWAY FROM THE KEYBOARD; FEET FLAT ON THE FLOOR.
   √ FINGERS CURVED OVER HOME KEYS.
   √ HANDS STILL; QUICK, SNAPPY KEYSTROKES.

Lesson 7

Review	Materials	Correlated Software
	Watch/clock	MicroType Lesson 1

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

;;;...space	**fff...space**	**;;;...space**	**fff...space**	**ddd...space**	**lll...space**
dll...space	**dll...space**	**;l;..space**	**fdf...space**	**flf...space**	**d;d...space**
;l;...space	**ldd...space**	**dll...space**	**l;;...space**	**l;l...space**	**dff...space**

Practice

1. **Listen: ask dad;**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. ask dad; ask a lass; a lads salal salad;

B. fall flasks; fall fads fall; a fall fad;

C. a sad lass falls; alas a lad; salad fads;

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 7.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 7.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ ONE HAND SPAN AWAY; FEET FLAT.
   √ FINGERS CURVED OVER HOME KEYS.
   √ HANDS STILL; QUICK, SNAPPY KEYSTROKES.

Keyboarding Rate

- THIS LESSON INCLUDES TIMED PRACTICE FOR KEYS INTRODUCED IN LESSONS 1-6.
- THE PURPOSE OF THIS EXERCISE IS TO DETERMINE EACH STUDENT'S BASELINE RATE.
- TO ACCURATELY MEASURE STUDENTS' PROGESS IN THE PROGRAM IT IS IMPORTANT TO OBTAIN THIS DATA.
- OPTIONAL RATE EXERCISES APPEAR LATER IN THE PROGRAM.
- IF POSSIBLE, THE STUDENTS SHOULD SAVE THEIR WORK ON A FILE DISK OR PRINT A COPY FOR TEACHER REFERENCE.
- YOU WILL NEED A WATCH OR A CLOCK WITH A SECOND HAND.

1. **You're going to practice keyboarding as fast and accurately as you can.**

2. **Turn to Bonus Lesson 7.**

   CHECK.

3. **Touch line A.**

   CHECK.

   When I say begin, copy the line as many times as you can.
   Tap RETURN at the end of the line.
   Don't correct mistakes.

4. **Check your keyboarding position.**

   PAUSE.

   Ready...begin.

   ALLOW ONE MINUTE.

   Stop.

5. **Let's check your work.**
   I'll read the letters you should have entered.
   Each word is worth one point. Give yourself one point for each word you've entered correctly.

6. **The letters in the first word are : a-l-l.**

   READ AND SPELL THE WORD IN STEP 6.
   SAY "SPACE" WHEN APPROPRIATE.

7. **The letters in the next word are: l-a-d-s.**

8. REPEAT PROCEDURE IN STEP 5 FOR EACH REMAINING WORD IN THE LINE.

9. REPEAT PROCEDURES IN STEPS 3-8 FOR LINES B AND C.

10. **Report your highest score when I call on you.**

    A RECORD GRID IS PROVIDED ON PAGE 111.

A. all lads salsa salad; ask lass

B. flask falls; sad jak; all alas

C. dad adds salsa; lads alas dads

THE GROSS WORDS A MINUTE (GWAM) FOR THIS EXERCISE CAN BE DETERMINED BY COUNTING THE NUMBER OF WORDS ENTERED CORRECTLY DURING THE ONE MINUTE EXERCISE.

Measuring Keyboarding Rate or What's A GWAM?

GWAM	**= *G*ross *W*ords *A* *M*inute**
1 word	**= 5 keystrokes**
Keystrokes	**= letters, punctuation, spaces**
Keystrokes + 5	**= total words**
Total words + total minutes	**= GWAM**

Lesson 8

Keys Introduced	Materials	Correlated Software
e t	Keyboard Wall Chart	MECC Lesson 1

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   fff...space ddd...space jjj...space kkk...space sss...space lll...space
   ;;;...space daf...space lak...space jdj...space alk...space lk;...space
   as...space as...space ls...space ls...space faf...space lal;...space
   kak...space jlj;...space dsd...space lsl;...space sas...space

Key Introduction: e t

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *e* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left middle finger.
   Watch me reach up and tap *e*.
   When you reach for a key, keep your other fingers on the home keys.
   This is called anchoring.
3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap e...home...e...home...e...home.

4. **Let's practice with spaces.**
   Anchor the fingers you're not using.
   eee...home...space eee...home...space eee...home...space
   ded...space ded...space ded...space ded...space ded...space

5. **Now let's learn *t*.**
   Here's *t* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left pointer finger.
   Watch me reach up and tap *t*.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap t...home...t...home...t...home.

7. **Let's practice with spaces.**
   Anchor the fingers you're not using.
   ttt...home...space ttt...home...space ttt...home...space
   ftf...space ftf...space ftf...space ftf...space ftf...space ftf...space

8. **Let's practice with both keys.**
   Get ready.

   eee...home...space eee...home...space eee...home...space
   ded...space ded...space ded...space ded...space ded...space
   ttt...home...space ttt...home...space ttt...home...space
   ftf...space ftf...space ftf...space ftf...space ftf...space ftf...space
   ded...ftf...tft...home....space ede...home...space ftf...space

Practice

1. **Listen: seek a deal;**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. seek a deal; felt lead feet; a safe seal;

B. takes a fast fast jet; tells tall tales;

C. taste a feast; feed a fat elk; sell seeds;

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 8.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 8.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ ONE HAND SPAN AWAY FROM THE KEYBOARD; FEET FLAT ON THE FLOOR.
   √ FINGERS CURVED OVER HOME KEYS.
   √ HANDS STILL; QUICK, SNAPPY KEYSTROKES.

Lesson 9

Review	Correlated Software
	MECC Lesson 2

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   aaa...space jjj...space sss...space lll...space eee...home...space
   ;;;...space ttt...home...space fff...space kkk...space ddd...space
   ded...space ded...space fas...space ftf...space jkj...space
   klf...space klf...space as...space as...space lel...space lel...space
   tee...home...space ett...home...space ett...home...space

Practice

1. **Listen: eat less taste less;**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. eat less taste less; dad led elks east;

B. stated dates; stalled dead; stale steak;

C. at a steak sale; felt a faded leaf fall;

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A. ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.
3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 9.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 9.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Lesson 10

Keys Introduced	Materials	Correlated Software
. *SHIFTS*	Keyboard Wall Chart	MECC Lesson 2

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   eee...home...space ttt...home...space eee...home...space
   ;;;...space fff...space eee...home...space ttt...home...space
   ;;;...space fff...space ded...space ftf...space ;l;...space
   ftf...space ded...space ;l;...space fft...home...space
   ded...space ftf...space ;l;...space ded...space ftt...home...space

Key Introduction: Left and Right *SHIFT* Period

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn how to enter capital and lowercase letters.**

   TOUCH THE LEFT SHIFT KEY ON THE WALL CHART.

   This is the left *SHIFT* key.
   Left *SHIFT* key lets you capitalize letters or use two character keys.

3. **Use the left little finger to hold left *SHIFT* down.**
   Watch me reach over, hold down left *SHIFT* and tap K.
   Watch me release the *SHIFT* key and return home.

4. **Get ready to capitalize.**
   Reach down with the left little finger and hold *SHIFT* down.

   PAUSE.

   Keep *SHIFT* down and tap capital K.

   PAUSE.

   Release *SHIFT* and return home.

5. **Let's capitalize another letter.**
   Reach down with the left little finger and hold *SHIFT* down.

   PAUSE.

   Keep *SHIFT* down and tap capital J.

   PAUSE.

   Release *SHIFT* and return home.

6. **Enter the letters I say.**
   Only capitalize letters when I say *SHIFT*.
   j Left *SHIFT* K Left *SHIFT* J

7. **Let's practice left *SHIFT*.**
   Get ready.

   Left *SHIFT*...J...home...space...space
   Left *SHIFT*...K...home...space...space
   Left *SHIFT*...E...home...space...space
   Left *SHIFT*...L...home...space...space
   l...left *SHIFT*...J...home

8. REPEAT PROCEDURE IN STEP 7 WITHOUT PROMPTING STUDENTS TO SHIFT.

9. **You're going to learn how to use the *right SHIFT* key.**

10. TOUCH THE RIGHT SHIFT KEY ON THE WALL CHART.

    This key is called *right SHIFT*.
    ***Right SHIFT* lets you capitalize letters or use two character keys.**
    Use the right little finger and hold *SHIFT* down.
    Watch me as I hold down the right *SHIFT*, and tap d.

11. **Get ready.**
    Reach down with your right little finger and hold *SHIFT* down.

    PAUSE AND CHECK.

    Keep *SHIFT* down and tap capital D. Release the *SHIFT* key.
    Hold *SHIFT* down and tap capital F...home. Release *SHIFT*.

12. **Enter the letters I say.**
    Only capitalize letters when I say *SHIFT*.

    PAUSE AFTER EACH LETTER.

    Right *SHIFT* D F Right *SHIFT* A S

13. REPEAT PROCEDURE IN STEP 8 WITHOUT PROMPTING STUDENTS TO SHIFT.

14. TOUCH THE KEY ON THE WALL CHART WITH THE FOLLOWING TWO CHARACTERS: $ AND 4.

15. **Some keys have two characters on them. This key has the number four and a dollar sign. The *SHIFT* key lets you enter the top character on any two character key.**

16. **Enter the character I say.**
SHIFT with the right hand, tap the dollar sign.
Release _SHIFT_, tap the number four.

17. REPEAT PROCEDURE IN STEP 16 WITHOUT PROMPTING STUDENTS TO SHIFT.

18. **You're going to learn a new key.**
Here's the period on the keyboard.

TOUCH THE KEY ON THE WALL CHART.

Use the right ring finger.
Watch me reach down, tap the period and return home.
Always tap the spacebar two times after a period at the end of a sentence.

19. **Get ready.**

INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

Tap period...home period...home period...home

20. **Let's practice with spaces.**
Anchor the fingers you're not using.
period...home...space...space period...home...space...space
period...home...space...space l period l...space l period l...space
l period l...space l period l...space period...home...space...space

Practice

1. **Listen: Ella fed Jeff eel steak.**
Enter those words.
Get ready.

READ AND SPELL EACH WORD IN LINE A.
SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
SAY "RETURN" AT THE END OF A LINE.

A. Ella fed Jeff eel steak. Stella feels late.

B. Dee dated Dale. Tea sales teased Kate.

C. Dale Lee Ladd talked fast as Jed fell.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A. ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 10.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 10.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Lesson 11

Review	Correlated Software
	MECC Lesson 3

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**

   SAY "SPACE" WHEN APPROPRIATE.

   Get ready.

   eee...home ttt...home eee...home ttt...home eee...home
   period ...home period...home ded ded ftf
   ftf l.l l.l ded l.l
   ftf tft...home dee...home dee...home ftf

3. **Let's review *SHIFT*.**
   Left *SHIFT* J
   Left *SHIFT* L
   Left *SHIFT* K
   Left *SHIFT* J
   Right *SHIFT* T...home
   Right *SHIFT* E...home
   Right *SHIFT* A
   Right *SHIFT* E...home

Practice

1. **Listen: Dad talks least.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Dad talks least. Stella eats salsa steak.

B. All salads taste fake. Jeff feels safe.

C. Alas all lads skate fast. Take a jet.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A. ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lessson 11.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 11.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Lesson 12

Keys Introduced	Materials	Correlated Software
i n	Keyboard Wall Chart	MECC Lesson 3

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   eee...home ttt...home period...home fff eee...home
   ttt...home ftf ftf ded ded l . l l . l fdf ftd ftd
   l . l fft...home tft...home ded ede...home ede...home
   . l . ...home . l . ...home et . ...home et . ...home

Key Introduction: i n

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *i* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right middle finger.
   Watch me reach up, tap *i* and return home.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap i...home..i...home...i...home.

4. **Let's practice with spaces.**
   Anchor the fingers you're not using.
   iii...home iii...home iii...home iii...home iii...home
   kik kik kik kik kik kik kik kik kik

5. **Now let's learn *n*.**
   Here's *n* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right pointer finger.
   Watch me reach down, tap *n* and return home.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap n...home...n...home...n...home.

7. **Let's practice with spaces.**
   Anchor the fingers you're not using.
   nnn...home nnn...home nnn...home nnn...home nnn...home
   jnj jnj jnj jnj jnj jnj jnj jnj jnj

8. **Let's practice with both keys.**
   Get ready.

   iii...home iii...home iii...home iii..home iii...home iii...home
   kik kik kik kik kik kik kik kik
   nnn...home nnn...home nnn...home nnn...home nnn...home
   jnj jnj jnj jnj jnj jnj jnj jnj jnj
   jnj jnj jnn...home kik iik kii...home

Practice

1. **Listen: Nadine dents a knife.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Nadine dents a knife. Kent likes a tent.

B. Dennis still likes nine fast satellites.

C. An Indian attends an elk feast at nine.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 12.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 12.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND HOME.

Lesson 13

Review	Correlated Software
	MECC Lesson 3

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   nnn...home iii...home ttt...home eee...home nnn...home
   l . l jnj jnj kik kik ded ded l . l l . l
   ftf ftf jnn...home eed eed iik iik etf etf

Practice

1. **Listen: A needle lands in a little tent Dan likes.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. A needle lands in a little tent Dan likes.

B. Kit lent Janie a fast teak sled instead.

C. Nina takes all sandal sales at nine.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 13.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 13.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Lesson 14

Keys Introduced	Materials	Correlated Software
comma question mark	Keyboard Wall Chart	MECC Lesson 4

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   iii...home nnn...home eee...home iii...home ttt...home
   nnn...home ll . ...home kik kik jnj jnj
   l . l l . l kik jnj kii...home kii...home nnj nnj

Key Introduction: comma question mark

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's the *comma* on the Keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right middle finger.
   Watch me reach down, tap *comma* and return home.
   Always tap the spacebar once after you tap *comma*.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap comma...home comma...home comma...home

4. **Let's practice with spaces.**
   comma...home...space comma...home...space comma...home...space
   k comma k k comma k k comma k k comma k k comma k k comma k

5. **Now let's learn the *question mark*.**
   Here's the *question mark* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Press left SHIFT and hold it down.
   Use the right little finger.
   Watch me reach down, tap *question mark* and return home.
   At the end of a sentence always tap the spacebar two times after a period or a question mark.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap question mark...home...space...space
   Question mark...home...space...space
   Question mark...home...space...space
   l;...left SHIFT...question mark...home
   k;...left SHIFT...question mark...home

8. **Let's practice with both keys.**
   Get ready.

   ,,,...home ,,,...home ,,,...home ,,,...home ,,,...home
   k,k, k,k k,k k,k k,k k,k k,k k,k k,k
   ???...home ???...home ???...home ???...home ???...home
   j?j j?j j?j j?j j?j j?j j?j j?j j?j j?j
   ,,,...home k,k ???...home j?j ,,,...home k,k ??? j?j

Practice

1. **Listen: Dennis, is Nadine ill?**
   Enter those words as I spell them.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" WHEN APPROPRIATE.
   SAY "SPACE SPACE" AFTER A PERIOD OR QUESTION MARK.
   SAY "RETURN" AT THE END OF A LINE.

A. Dennis, is Nadine ill? Is it dead?

B. Did Janet eat a needle? Is it still?

C. Anna, is Stan nineteen? Is Dan nine?

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 14.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 14.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Lesson 15

Keys Introduced	Materials	Correlated Software
r o	Keyboard Wall Chart	MECC Lesson 4

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   ,,,...home ,,,...home ???...home ???...home iii...home
   iii...home nnn...home nnn...home k,k kik l?l l?l kik
   kik jnj jnj kki...home kki...home ;??...home nnj
   jnn...home ik,...home ik,...home

Key Introduction: r o

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *r* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left pointer finger.
   Watch me reach up, tap *r* and return home.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap r...home...r...home...r...home.

4. **Let's practice with spaces.**
   rrr...home rrr...home rrr....home r...home r...home
   frf frf frf frf frf frf frf frf frf

5. **Now let's learn *o*.**
   Here's *o* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right ring finger.
   Watch me reach up, tap *o* and return home.
   When you reach for a key, keep your other fingers anchored.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap o...home...o...home...o...home.

7. **Let's practice with spaces.**
   ooo...home ooo...home ooo...home ooo...home ooo...home
   lol lol lol lol lol lol lol lol lol

8. **Let's practice with both keys.**
   Get ready.

   rrr...home rrr...home rrr...home rrr...home rrr...home
   frf frf frf frf frf frf frf frf frf
   ooo...home ooo...home ooo...home ooo...home ooo...home
   lol lol lol lol lol lol lol lol lol
   loo...home loo...home frr...home frr...home rrf ool ool

Practice

1. **Listen: Forrest and Rona are at a front door.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Forrest and Rona are at a front door.

B. Rita ran errands for Dr. Ronald Reed.

C. Rod doodled on a ton of noodles.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 15.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 15.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Lesson 16

Review	Correlated Software
	MECC Lesson 4

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   ooo...home rrr...home ,,,...home ???...home ooo...home
   lol lol frf frf k,k k,k ;?; ;?; rff ,,k
   loo...home rfr...home k,,...home k,,...home ?;?...home

Practice

1. **Listen: Does Dr. Rone reorder different tools?**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Does Dr. Rone reorder different tools?

B. Did Rita learn to start to read sooner?

C. Olaf also took a red, red rose to Rena.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT THE PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 16.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 16.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Keyboarding Rate OPTIONAL

* THIS LESSON INCLUDES TIMED PRACTICE FOR KEYS INTRODUCED IN LESSONS 1-11.
* IF POSSIBLE, THE STUDENTS SHOULD SAVE THEIR WORK ON A FILE DISK OR PRINT A COPY FOR TEACHER REFERENCE.
* YOU WILL NEED A WATCH OR A CLOCK WITH A SECOND HAND.

1. **You're going to practice keyboarding as fast and accurately as you can.**

2. **Turn to Bonus Lesson 16.**

   CHECK.

3. **Touch line A.**

   CHECK.

   When I say begin, copy the line as many times as you can.
   Tap RETURN at the end of the line.
   Don't correct mistakes.

4. **Check your keyboarding position.**

   PAUSE.

   Ready...begin.

   ALLOW ONE MINUTE.

   Stop.

5. **Let's check your work.**
   I'll read the letters you should have entered.
   Each word is worth one point. Give yourself one point for each word you've entered correctly.

6. **The letters in the first word are : S-a-l.**

   READ AND SPELL THE WORD IN STEP 6.
   SAY "SPACE" WHEN APPROPRIATE.

7. **The letters in the next word are: s-e-e-s.**

8. REPEAT THE PROCEDURE IN STEP 5 FOR EACH REMAINING WORD IN THE LINE.

9. REPEAT THE PROCEDURES IN STEPS 3-8 FOR LINES B AND C.

10. **Report your highest score when I call on you.**

    A RECORD GRID IS PROVIDED ON PAGE 111.

A. Sal sees seeds. A leaf fades.

B. Jed tastes a late steak feast.

C. Jade feels safe at Steel Lake.

THE GROSS WORDS A MINUTE (*GWAM*) FOR THIS EXERCISE CAN BE DETERMINED BY COUNTING THE NUMBER OF WORDS ENTERED CORRECTLY DURING THE ONE MINUTE EXERCISE.

Lesson 17

Keys Introduced	Materials	Correlated Software
u h	Keyboard Wall Chart	MECC Lesson 5

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   rrr...home ooo...home ,,,...home ???...home rrr...home
   frf frf lol lol k,k k,k ;?; ;?;
   frr...home frr...home loo...home ool ,k ,k

Key Introduction: u h

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *u* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right pointer finger.
   Watch me reach up, tap *u* and return home.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap u...home...u...home...u...home.

4. **Let's practice with spaces.**
   uuu...home uuu...home uuu...home uuu...home uuu...home
   juj juj juj juj juj juj juj juj juj

5. **Now let's learn *h*.**
   Here's *h* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right pointer finger.
   Watch me reach over, tap *h* and return home.
   When you reach for a key, keep your other fingers anchored.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap h...home...h...home...h...home.

7. **Let's practice with spaces.**
   hhh...home hhh...home hhh...home hhh...home hhh...home
   jhj jhj jhj jhj jhj jhj jhj jhj jhj

8. **Let's practice with both keys.**
   Get ready.

   uuu...home uuu...home uuu...home uuu...home uuu...home
   juj juj juj juj juj juj juj juj juj
   hhh...home hhh...home hhh...home hhh...home hhh...home
   jhj jhj jhj jhj jhj jhj jhj jhj jhj
   jhh...home jhh...home juu...home juh...home juh...home

Practice

1. **Listen: Is Sue tired due to a fun run to Hunt Lake?**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Is Sue tired due to a fun run to Hunt Lake?

B. She heard that Harold had all the fish.

C. Hank is unsure of the handle on his ukelele.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 17.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 17.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Lesson 18

Review	Correlated Software
	MECC Lesson 5

Key Review

1. **Check your keyboarding position**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   rrr...home ooo...home uuu...home hhh...home rrr...home
   ooo...home uuu...home frf lol juj jhj frf lol juj
   jhj frr...home frr...home loo...home loo...home juh...home

Practice

1. **Listen: Aunt Lou just used unusual, loud sounds.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Aunt Lou just used unusual, loud sounds.

B. Hank Hart untied his dreadful hair.

C. Heidi shouted that Hans hates houses.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 18.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 18.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Lesson 19

Keys Introduced	Materials	Correlated Software
c p	Keyboard Wall Chart	MECC Lesson 6

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   uuu...home hhh...home uuu...home hhh...home rrr...home
   ooo...home juj jhj juj jhj frf frf lol lol
   juh...home jhu...home ool ool frt...home frt...home

Key Introduction: c p

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *c* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left middle finger.
   Watch me reach down, tap *c* and return home.
   When you reach for a key, keep your other fingers anchored.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap c...home...c...home...c...home.

4. **Let's practice with spaces.**

   ccc...home ccc...home ccc...home ccc...home ccc...home
   dcd dcd dcd dcd dcd dcd dcd dcd dcd

5. **Now let's learn *p*.**
   Here's *p* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right little finger.
   Watch me reach up, tap *p* and return home.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap p...home...p...home...p...home.

7. **Let's practice with spaces.**

   ppp...home ppp...home ppp...home ppp...home ppp...home
   ;p; ;p; ;p; ;p; ;p; ;p; ;p; ;p; ;p;

8. **Let's practice with both keys.**
   Get ready.

   ccc...home ccc...home ccc...home ccc...home ccc...home
   dcd dcd dcd dcd dcd dcd dcd dcd
   ppp...home ppp...home ppp...home ppp...home ppp...home
   ;p; ;p; ;p; ;p; ;p; ;p; ;p; ;p; ;p;
   dcc...home pp; pp; dec...home dec...home ;p?...home

Practice

1. **Listen: Carol eats cake and popsicles at Chucks.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE " OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Carol eats cake and popsicles at Chucks.

B. Peter picked a peck of pickled peppers.

C. Rick Raccoon picks purple pockets.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 19.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 19.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ WRISTS FLAT, ELBOWS IN, EYES ON SCREEN.
   √ CORRECT REACH, ANCHORING AND RETURN HOME.
   √ STEADY RHYTHM, CORRECT USE OF SPACEBAR AND RETURN.

Lesson 20

Review

Correlated Software

MECC Lesson 6

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   ccc...home ppp...home uuu...home hhh...home
   dcd dcd ;p; ;p; juj juj jhj jhj
   juh...home juh...home dcc...home ded...home pp;

Practice

1. **Listen: Cal cleans crackers stuck on the couch.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Cal cleans crackers stuck on the couch.

B. Carol put a purple puppet in her pocket.

C. Did Pearl pass those pitiful peas?

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 20.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

√ CLEAR...FEET...SEAT...FINGERS.
√ CORRECT REACH, ANCHORING, RETURN HOME.
√ USE CORRECT FINGER FOR EACH SHIFT.

Lesson 21

Keys Introduced	Materials	Correlated Software
m y	Keyboard Wall Chart	MECC Lesson 7

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   ccc...home ppp...home uuu...home hhh...home
   dcd dcd ;p; ;p; juj juj jhj jhj
   cdc...home cdc...home p;;...home juh...home huj

Key Introduction: m y

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *m* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right pointer finger.
   Watch me reach down, tap *m* and return home.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap m...home...m...home...m...home.

4. **Let's practice with spaces.**
   mmm...home mmm...home mmm...home mmm...home mmm...home
   jmj jmj jmj jmj jmj jmj jmj jmj jmj

5. **Now let's learn *y*.**
   Here's *y* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right pointer finger.
   Watch me reach up and over, tap *y* and return home.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap y...home...y...home...y...home.

7. **Let's practice with spaces.**
   yyy...home yyy...home yyy...home yyy...home yyy...home
   jyj jyj jyj jyj jyj jyj jyj jyj jyj

8. **Let's practice with both keys.**
   Get ready.

   mmm...home mmm...home mmm...home mmm...home mmm...home
   jmj jmj jmj jmj jmj jmj jmj jmj jmj
   yyy...home yyy...home yyy...home yyy...home yyy...home
   jyj jyj jyj jyj jyj jyj jyj jyj jyj
   jum...home jum...home jyh...home jyh...home jyj jmj

Practice

1. **Listen: Mama melted marmalade.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Mama melted marmalade. Make mine lime.

B. Yesterday, you only rode to Yuma City.

C. Mary Murphy read my mystery on Monday.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 21.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 21.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ CLEAR...FEET...SEAT...FINGERS.
   √ CORRECT REACH, ANCHORING, RETURN HOME.
   √ USING CORRECT FINGERS FOR EACH SHIFT.

Lesson 22

Review

Correlated Software

MECC Lesson 7

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   mmm...home yyy...home ccc...home ppp...home mmm...home
   jmj jmj jyj jyj dcd dcd ;p; ;p;
   jum...home jum...home yuj yuj dec...home dec...home ;p?...home

Practice

1. **Listen: Mama made Molly muffins.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Mama made Molly muffins. Mark murmurs.

B. My family stays at the Y.M.C.A. in Yakima.

C. Mom put mayonnaise in my yummy ham salad.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 22.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 22.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ CLEAR...FEET...SEAT...FINGERS.
   √ CORRECT REACH, ANCHORING, RETURN HOME.
   √ USING CORRECT FINGERS FOR EACH SHIFT.

Lesson 23

Keys Introduced	Materials	Correlated Software
w g	Keyboard Wall Chart	MECC Lesson 8

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   mmm...home yyy...home ccc...home ppp...home mmm...home
   jmj jyj dcd ;p; jmj jyj dcd ;p;
   jym...home jym...home ecd ecd pp; p?; p?;

Key Introduction: w g

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *w* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left ring finger.
   Watch me reach up, tap *w* and return home.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap w...home...w...home...w...home.

4. **Let's practice with spaces.**
   www...home www...home www...home www...home www...home
   sws sws sws sws sws sws sws sws sws

5. **Now let's learn *g*.**
   Here's *g* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left pointer finger.
   Watch me reach over, tap *g* and return home.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap g...home...g...home...g...home.

7. **Let's practice with spaces.**
   ggg...home ggg...home ggg...home g...home ggg...home
   fgf fgf fgf fgf fgf fgf fgf fgf fgf

8. **Let's practice with both keys.**
   Get ready.
   www...home www...home www...home www...home www...home
   sws sws sws sws sws sws sws sws sws
   ggg...home ggg...home ggg...home ggg...home ggg...home
   fgf fgf fgf fgf fgf fgf fgf fgf
   sww...home sww...home fgt...home fgt...home frg...home

Practice

1. **Listen: Wayne wondered when Willy went to work.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Wayne wondered when Willy went to work.

B. George dodged a gaggle of wiggling geese.

C. Ginger wiggled and waggled when Gloria won.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 23.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 23.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ CLEAR...SEAT...FEET...FINGERS.
   √ CORRECT REACH, ANCHORING, RETURN HOME.
   √ USING CORRECT FINGERS FOR EACH SHIFT.

Keyboarding Rate OPTIONAL

* THIS LESSON INCLUDES TIMED PRACTICE FOR KEYS INTRODUCED IN LESSONS 1-18.
* IF POSSIBLE, THE STUDENTS SHOULD SAVE THEIR WORK ON A FILE DISK OR PRINT A COPY FOR TEACHER REFERENCE.
* YOU WILL NEED A WATCH OR A CLOCK WITH A SECOND HAND.

1. **You're going to practice keyboarding as fast and accurately as you can.**

2. **Turn to Bonus Lesson 23.**

   CHECK.

3. **Touch line A.**

   CHECK.

   When I say begin, copy the line as many times as you can.
   Tap RETURN at the end of the line.
   Don't correct mistakes.

4. **Check your keyboarding position.**

   PAUSE.

   Ready...begin.

   ALLOW ONE MINUTE.

   Stop.

5. **Let's check your work.**
   I'll read the letters you should have entered.
   Each word is worth one point. Give yourself one point for each word you've entered correctly.

6. **The letters in the first word are : H-a-n-k.**

   READ AND SPELL THE WORD IN STEP 6.
   SAY "SPACE" WHEN APPROPRIATE.

7. **The letters in the next word are: s-a-n-k.**

8. REPEAT PROCEDURE IN STEP 5 FOR EACH REMAINING WORD IN THE LINE.

9. REPEAT PROCEDURES IN STEPS 3-8 FOR LINES B AND C.

10. **Report your highest score when I call on you.**

    A RECORD GRID IS PROVIDED ON PAGE 111.

A. Hank sank shoes under the sea.

B. Did father let Jill finish it?

C. Hal tried to eat his truffles.

THE GROSS WORDS A MINUTE (*GWAM*) FOR THIS EXERCISE CAN DETERMINED BY COUNTING THE NUMBER OF WORDS ENTERED CORRECTLY DURING THE ONE MINUTE EXERCISE.

Lesson 24

Review

Correlated Software

MECC Lesson 8

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   mmm...home yyy...home www...home ggg...home www...home
   jmj jmj jyj jyj sws sws fgf fgf hmj hmj
   jyh...home jyh...home swa swa fgt...home fgt...home

Practice

1. **Listen: Who was watching Wendy as we wrote songs?**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Who was watching Wendy as we wrote songs?

B. Ginger is going at the sound of the gong.

C. Which wool sweater will Gene wear in Waco?

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 24.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 24.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ CLEAR...SEAT...FEET...FINGERS.
   √ CORRECT REACH, ANCHORING, RETURN HOME.
   √ USING CORRECT FINGERS FOR EACH SHIFT.

Lesson 25

Keys Introduced	Materials	Correlated Software
b v	Keyboard Wall Chart	MECC Lesson 9

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   www...home ggg...home mmm...home yyy...home www...home
   sws sws fgf fgf jmj jmj jyj jyj
   sww...home sww...home fgr...home fgr...home jyj jmj

Key Introduction: b v

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *b* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left pointer finger.
   Watch me reach down and over, tap *b* and return home.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap b...home...b...home...b...home.

4. **Let's practice with spaces.**
   bbb...home bbb...home bbb...home bbb...home bbb...home
   fbf fbf fbf fbf fbf fbf fbf fbf fbf

5. **Now let's learn the *v*.**
   Here's *v* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left pointer finger.
   Watch me reach down, tap *v* and return home.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap v...home...v...home...v...home.

7. **Let's practice with spaces.**
   vvv...home vvv...home vvv...home vvv...home vvv...home
   fvf fvf fvf fvf fvf fvf fvf fvf fvf

8. **Let's practice with both keys.**
   Get ready.

   bbb...home bbb...home bbb...home bbb...home bbb...home
   fbf fbf fbf fbf fbf fbf fbf fbf fbf
   vvv...home vvv...home vvv...home vvv...home vvv...home
   fvf fvf fvf fvf fvf fvf fvf fvf fvf
   fvr...home fvr...home fbg...home fbg...home bbf vvf

Practice

1. **Listen: Bob hobbled to the scrabble board.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Bob hobbled to the scrabble board. Bud bites.

B. Vivian and Steve will vote for Val.

C. Big, black bumblebees vanishlin November.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 25.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 25.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ CLEAR...SEAT...FEET...FINGERS.
   √ CORRECT REACH, ANCHORING, RETURN HOME.
   √ USING CORRECT FINGERS FOR EACH SHIFT.

Lesson 26

Review	Correlated Software
	MECC Lesson 9

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   bbb...home vvv...home www...home ggg...home bbb...home
   fbf fbf fvf fvf sws sws fgf fgf fbg...home
   fbg...home fbg...home fvg...home wws wws gfg...home

Practice

1. **Listen: Babies babble and black bumblebees bite.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Babies babble and black bumblebees bite.

B. Vivian improved seven very vulgar verses.

C. Vicky avoids caves near live volcanoes.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 26.**
   Enter each line twice.
   Tap RETURN at the end of each line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 26.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ CLEAR...SEAT...FEET...FINGERS.
   √ CORRECT REACH, ANCHORING, RETURN HOME.
   √ USING CORRECT FINGERS FOR EACH SHIFT.

Lesson 27

Keys Introduced	Materials	Correlated Software
x q	Keyboard Wall Chart	MECC Lesson 10

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   bbb...home vvv...home www...home ggg...home bbb...home
   sws sws fgf fgf fbf fbf fvf fvf
   bbf bbf fvb...home fvb...home sww...home sww...home

Key Introduction: x q

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's *x* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left ring finger.
   Watch me reach down, tap *x* and return home.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap x...home...x...home...x...home.

4. **Let's practice with spaces.**
   xxx...home xxx...home xxx...home xxx...home xxx...home
   sxs sxs sxs sxs sxs sxs sxs sxs sxs

5. **Now let's learn the *q*.**
   Here's *q* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left little finger.
   Watch me reach up, tap *q* and return home.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap q...home...q...home...q...home.

7. **Let's practice with spaces.**
   qqq...home qqq...home qqq...home qqq...home qqq...home
   aqa aqa aqa aqa aqa aqa aqa aqa aqa

8. **Let's practice with both keys.**
   Get ready.

   xxx...home xxx...home xxx...home xxx...home xxx...home
   sxs sxs sxs sxs sxs sxs sxs sxs sxs
   qqq...home qqq...home qqq...home qqq...home qqq...home
   aqa aqa aqa aqa aqa aqa aqa aqa aqa
   sxw...home sxw...home aqq...home aqq...home sws qqs aqs

Practice

1. **Listen: Rex fixed sixty six saxophones in Texas.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Rex fixed sixty six saxophones in Texas.

B. Queen Quilla quaffed kumquats in Quebec.

C. Rex, Tex, Alex and Felix are a quartet.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 27.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 27.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ CLEAR...SEAT...FEET...FINGERS.
   √ CORRECT REACH, ANCHORING, RETURN HOME.
   √ USING CORRECT FINGERS FOR EACH SHIFT.

Lesson 28

Keys Introduced	Materials	Correlated Software
z quotation mark	Keyboard Wall Chart	MECC Lesson 10

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   xxx...home qqq...home bbb...home vvv...home bbb...home
   sxs sxs qqq qqq fbf fbf fvf fvf
   sxw...home sxw...home aqq...home aqq...home fbv...home

Key Introduction: z quotation mark

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn two new keys.**
   Here's z on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   Use the left little finger.
   Watch me reach down, tap z and return home.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap z...home...z...home...z...home.

4. **Let's practice with spaces.**
   zzz...home zzz...home zzz...home zzz...home zzz...home
   aza aza aza aza aza aza aza aza aza

5. **Now let's learn the *quotation mark*.**
   Here's a *quotation mark* on the keyboard.

   TOUCH THE KEY ON THE WALL CHART.

   This key has two characters. Use left *SHIFT* to enter a *quotation mark*.
   Use the right little finger.
   Watch me as I hold down the left *SHIFT*, reach over, tap *quotation mark* and return home.
   Release the *SHIFT*.

6. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Left *SHIFT*, tap quotation mark...quotation mark...quotation mark.

7. **Let's practice with spaces.**
   """...home """...home """...home """...home """...home
   ";"...home ";"...home ";"...home ";"...home ";"...home

8. **Let's practice with both keys.**
   Get ready.

   zzz...home zzz...home zzz...home zzz...home zzz...home
   aza aza aza aza aza aza aza aza aza
   """...home """...home """...home """...home """...home
   ";"...home ";"...home ";"...home ";"...home ;"; ;"; aqa
   azq...home azq...home azz...home ;"; ;p"...home

Practice

1. **Listen: Liz did crazy, zany zigzags with pzazz.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Liz did crazy, zany zigzags with pzazz.

B. Rex said, "Did you see my amazing prize?"

C. "Fuzzy, lazy lizards drive me crazy."

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 28.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 28.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ CLEAR...SEAT...FEET...FINGERS.
   √ CORRECT REACH, ANCHORING, RETURN HOME.
   √ USING CORRECT FINGERS FOR EACH SHIFT.

Lesson 29

Key Introduced	Materials	Correlated Software
apostrophe	Keyboard Wall Chart	MECC Lesson 11

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **Let's review.**
   Get ready.

   xxx...home qqq...home zzz...home """...home zzz...home
   sxs sxs aaa aaa aza aza ;"; ;";
   p"; p"; azq...home azq...home sxw...home sxs

Key Introduction: apostrophe

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet...seat...fingers.

2. **You're going to learn a new key.**
   Here is the apostrophe.

   TOUCH THE KEY ON THE WALL CHART.

   Use the right little finger.
   Watch me reach over, tap *apostrophe* and return home.

3. **Get ready.**

   INSTRUCT STUDENTS IN A RHYTHMIC MANNER.

   Tap '...home...'...home...'...home.

4. **Let's practice with spaces.**
   '...home '...home '...home '...home '...home '...home
   ;'; ;'; ;'; ;'; ;'; ;'; ;'; ;'; ;'; ;';

Practice

1. **Listen: Isn't Gwen's brother driving?**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Isn't Gwen's brother driving? Let's go.

B. Lynn's van has four shelves, doesn't it?

C. "We've found the example that fits," said Vic.

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS IN LINE A.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 29.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 29.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ CLEAR...SEAT...FEET...FINGERS.
   √ CORRECT REACH, ANCHORING, RETURN HOME.
   √ USING CORRECT FINGERS FOR EACH SHIFT.

Lesson 30

Review	Materials	Correlated Software
	Clock/Watch	MECC Lesson 11

Today is your last keyboarding lesson.

Key Review

1. **Check your keyboarding position.**

   PAUSE AND CHECK.

   Clear...feet..seat...fingers.

2. **Let's review.**
   Get ready.

   '''...home zzz...home """...home '''...home zzz...home
   ;'; ;'; aza aza ;"; ;"; aza aza
   azq...home azq...home p's p's ;p"...home ;p"...home

Practice

1. **Listen: Hal was quick to give us extra big pizzas.**
   Enter those words.
   Get ready.

   READ AND SPELL EACH WORD IN LINE A.
   SAY "SPACE" OR "SPACE SPACE" WHEN APPROPRIATE.
   SAY "RETURN" AT THE END OF A LINE.

A. Hal was quick to give us extra big pizzas.

B. My fine ax just zipped through the black wood.

C. Did five or six big jet planes zoom quickly?

2. REPEAT STEP 1 FOR EACH REMAINING GROUP OF WORDS.
   ADJUST DICTATION RATE BASED ON THE STUDENTS' SKILL LEVEL.

3. REPEAT PROCEDURE IN STEPS 1 AND 2 FOR LINES B AND C.

4. **Open your Computer Flip Book to Lesson 30.**
   Enter each line twice.
   Tap RETURN at the end of a line.
   Don't correct mistakes.
   When you finish, turn your book around and do Bonus Lesson 30.

5. MONITOR THE CLASS FOR CORRECT KEYBOARDING TECHNIQUE:

   √ CLEAR...SEAT...FEET...FINGERS.
   √ CORRECT REACH, ANCHORING, RETURN HOME.
   √ USING CORRECT FINGERS FOR EACH SHIFT.

Keyboarding Rate

* THIS LESSON INCLUDES TIMED PRACTICE FOR KEYS INTRODUCED IN LESSONS 1-30.
* TO ACCURATELY MEASURE STUDENTS' PROGESS IN THE PROGRAM IT IS IMPORTANT TO OBTAIN THIS DATA AND TO COMPARE IT WITH THE DATA OBTAINED ON KEYBOARDING RATE IN LESSON 7.
* IF POSSIBLE, THE STUDENTS SHOULD SAVE THEIR WORK ON A FILE DISK OR PRINT A COPY FOR TEACHER REFERENCE.
* YOU WILL NEED A WATCH OR A CLOCK WITH A SECOND HAND.

1. **You're going to practice keyboarding as fast and accurately as you can.**

2. **Turn to Bonus Lesson 30.**

   CHECK.

3. **Touch line A.**

   CHECK.

   When I say begin, copy the line as many times as you can.
   Tap RETURN at the end of the line.
   Don't correct mistakes.

4. **Check your keyboarding position.**

   PAUSE.

   Ready...begin.

   ALLOW ONE MINUTE.

   Stop.

5. **Let's check your work.**
   I'll read the letters you should have entered.
   Each word is worth one point. Give yourself one point for each word you've entered correctly.

6. **The letters in the first word are : D-i-d.**

   READ AND SPELL EACH WORD IN STEP 6.
   SAY "SPACE" WHEN APPROPRIATE.

7. **The letters in the next word are: t-h-e.**

8. REPEAT THE PROCEDURE IN STEP 5 FOR EACH REMAINING WORD IN THE LINE.

9. REPEAT THE PROCEDURES IN STEPS 3-8 FOR LINES B AND C.

10. **Report your highest score to me when I call on you.**

    A RECORD KEEPING GRID IS PROVIDED ON PAGE 111.

A. Did the quick, brown fox jump?

B. Is there time for some people?

C. Magician Vic can zap all yaks.

THE GROSS WORDS A MINUTE (*GWAM*) FOR THIS EXERCISE CAN BE DETERMINED BY COUNTING THE NUMBER OF WORDS ENTERED CORRECTLY DURING THE ONE MINUTE EXERCISE.

Appendix

Record Grid
For Handwriting and Keyboarding Rates

Student	Lesson 1	Lesson 7	Lesson 16	Lesson 23	Lesson 30

HIGH FREQUENCY WORD LIST (Including DOLCH)

LESSON 3-4

a	as	ask

LESSON 5

add	all

LESSON 6-7

fall

LESSON 8-11

at	eat	feet	late	let	see	take	tell
ate	fast	last	left	sea	set	talk	

LESSON 12-14

an	find	in	kind	line	net	still
and	I	Indian	land	list	said	
did	idea	is	life	little	side	
end	if	it	like	need	sit	

LESSON 15-16

after	different	far	learn	of	on	real	start
air	do	first	letter	off	one	red	to
all	does	food	look	often	or	ride	too
also	done	for	near	oil	ran	so	took
are	drink	into	no	old	read	soon	tree

LESSON 17-18

another	full	head	other	she	the	this	us
around	had	hear	our	should	their	those	use
earth	hand	here	out	sound	then	three	
father	hard	his	round	than	there	turn	
found	has	house	run	thank	these	under	
four	he	just	shall	that	think	until	

LESSON 19-20

call	close	face	paper	place	put	spell
can	cold	help	part	plant	school	stop
car	could	keep	people	please	second	such
children	cut	once	pick	point	sentence	up
clean	each	open	picture	pull	sleep	upon

Continued

LESSON 21-22

almost, am, American, animal, any, came, carry, city, come, country, day, eye, family, fly, form, from, funny, him, important, made, make, man, many, may, me, mean, men, mile, more, most, mother, mountain, much, music, must, my, myself, name, only, play, pretty, same, say, seem, small, some, sometimes, story, study, them, they, time, today, try, year, yes, you, your

LESSON 23-24

again, along, always, answer, away, change, down, draw, eighty, enough, few, follow, get, girl, go, goes, going, good, got, great, green, group, grow, high, how, knew, know, large, laugh, light, long, might, news, night, now, own, page, right, ring, saw, show, something, song, thing, thought, through, together, two, walk, want, wash, watch, water, way, we, well, went, were, what, when, where, which, while, white, who, why, will, wish, with, without, word, work, world, would, write, yellow, young

LESSON 25-26

about, above, back, be, because, been, before, began, begin, below, better, between, big, black, blue, body, book, both, boy, brown, but, by, even, every, five, gave, give, have, leave, live, move, never, number, over, river, seven, very

LESSON 27-28

example, next

LESSON 29-30

don't, it's

Continued

EXPANDED WORD LIST

LESSON 3

a	as	ask	asks	sass

LESSON 5

add	alas	dada	lala	sal	salsa
ads	all	dads	lass	salad	skads
ala	dad	lad	sad	salads	

LESSON 6

fad	fads	fall	falls	flask

LESSON 8

ale	eat	feast	jells	leek	skates	take
asked	eek	fed	jet	less	sled	tale
at	eel	fee	keel	safe	stale	talk
dale	elf	feel	ladle	sales	stall	tall
dead	elks	feet	lakes	salt	stalled	task
deaf	else	fell	late	sea	state	taste
deal	fade	felt	lead	seal	stated	tat
deed	fake	flea	leaf	see	steak	teak
dell	fast	flee	leak	seed	steal	teal
desk	fat	fleet	least	seek	steed	tease
east	fate	jade	led	sell	steel	tell

LESSON 12

an	did	if	kindness	lie	NaNa	skin	tent
and	died	in	kit	like	Ned	slide	tie
Anna	din	Jan	kite	line	need	snail	ties
Anne	disliked	Jane	knead	Linn	needles	sniff	tin
ant	dissent	Janet	kneels	lint	Nile	stain	tint
attend	end	Jill	knife	listen	nine	Stan	
Dan	fend	Ken	knit	lit	nineteen	stand	
Dane	field	Kent	land	little	satellite	still	
den	fin	kid	lent	Nadine	send	stint	
Dennis	fit	kin	lentils	nail	sent	tan	
dent	I	kind	lid	Nan	sit	tend	

Continued

LESSON 15

afraid	doodle	free	lost	reeds	Rona	stroller	trot
after	door	front	national	reins	rooster	tear	
alone	Dr.	insert	none	riddles	sinister	tire	
darkness	dread	interested	noodle	rider	sister	tired	
dear	earns	into	not	Rita	sitter	to	
deer	eerie	join	odor	road	soldier	toast	
different	errands	lane	of	roan	solid	ton	
do	errors	Leonard	off	roar	son	tone	
does	fearless	letter	one	Rod	stolen	too	
doilie	fire	litter	rain	rode	stones	tool	
dollar	fitter	lone	rake	rodeo	stool	tossed	
Don	fool	look	ran	roll	stroke	tree	
done	forest	loon	read	Ron	stroll	tried	

LESSON 17

aunt	Hal	hear	hunted	shade	stunt	tourist	useless
dish	handles	heart	hurrah	shall	sun	tours	user
dreadful	Hank	heed	jealous	shark	sunfish	truffles	usual
duress	Hans	heel	John	she	sure	tunnel	
faith	hare	Heidi	just	shoe	than	turn	
faithful	hark	her	loud	shoo	that	turtles	
finish	Harold	here	north	short	the	under	
finished	has	his	northern	shouted	their	unhooked	
fourth	hat	hook	our	shrill	then	unsure	
four	hated	horses	out	skunk	there	unusual	
forth	haunted	hot	reddish	sounded	these	us	
had	he	hour	round	sour	this	use	
hair	heal	house	run	stunned	those	useful	

LESSON 19

ancestors	check	cradle	Pat	picture	porch	sock	up
apples	cheer	crash	pat	pies	pose	space	
cad	cheerful	creek	Paul	pile	post	spare	
call	cheese	creel	peaceful	pilots	pot	spark	
called	child	cruel	peal	pit	pull	sparkle	
can	children	crunch	peanuts	plain	purple	sparklers	
candle	chuckle	cuckoo	pecked	plane	raccoon	speak	
candles	church	curious	peel	plant	retrace	special	
Carol	coach	cute	person	please	rocket	spent	
cash	coat	doctor	Pete	plink	scalps	spike	
castle	coffee	jacket	Peter	pocket	schools	spit	
chair	cousins	pail	picked	pool	scratched	spook	
chat	crack	pale	picnic	pop	soccer	supposed	

Continued

LESSON 21

accuracy	jam	mast	mink	murder	Saturday	Timmy	yourself
accurately	jay	mastery	Minnesota	murmur	say	toys	youth
alley	Jerry	mate	minus	museum	sickly	tray	yoyo
Amy	joy	May	miss	mush	silly	tremendous	yuckey
animal	lame	mayhem	Missouri	music	simmer	Tuesday	yummy
apply	lay	mayo	mistake	musical	sincerely	type	
canary	machine	me	modern	musically	slammer	Tyrannosaurus	
carry	mad	meal	modest	must	sly	yak	
come	mail	mean	Molly	mustard	small	Yakima	
computer	main	meander	Mom	my	smarty	yams	
costume	Maine	meant	Monday	Myrtle	smell	yank	
courtesy	make	meddle	monkey	mystery	smile	yard	
crummy	male	meld	monstercus	name	some	yarn	
dairy	malt	melody	monsters	only	spray	yeah	
dam	Mama	melt	Montana	party	spry	year	
day	man	memorial	moon	pay	spy	yearn	
delay	mane	men	moose	play	stammer	yeast	
eyes	Marie	mend	moss	pray	stay	yell	
family	Marin	mention	mother	prom	stem	yelp	
famous	Mark	merry	mount	pterodactyl	story	yes	
Friday	marry	mess	mountains	ram	study	yesterday	
ham	Mars	messy	mouse	ready	sum	yet	
hammer	marsh	Michelle	Mr.	rhythms	summer	yield	
Harry	Marsha	mild	Ms.	room	Sunday	YMCA	
hay	marsupial	milkshake	mud	roon	tame	yodel	
home	Martian	Millie	muddy	safety	tamer	yolk	
hooray	Mary	millionaire	muffin	Sally	team	yonder	
hum	mash	Minda	mum	Sam	Thursday	you	
immediately	mask	Mindy	munch	same	time	yours	

Continued

LESSON 23

ago	gander	gong	how	sage	wart	why	wreck
allow	gang	good	hugging	saw	was	wick	wriggle
answer	garage	gooey	jaw	sew	watch	widget	write
clog	garden	goof	jiggle	show	water	wig	writer
clown	gate	goofy	juggle	sight	Wayne	wiggle	wrote
cog	geese	goop	King Kong	sightly	we	wiggling	
cower	Gene	goose	know	sing	weak	wild	
crown	generous	gore	lag	slight	wear	will	
dig	George	gosling	law	slow	weary	Willie	
ding dong	get	gotq	lawn	slowly	weather	Willie Wonka	
dodge	Giants	gown	leg	song	Wednesday	willow	
down	gift	grace	light	sow	weed	win	
draw	giggle	gracefully	lings	sparrows	week	wing	
drown	Gigi	grade	lodge	strange	weigh	winning	
dug	gills	grand	log	string	weird	wish	
egg	Gina	grange	logger	strong	Wendy	wishes	
few	ginger	Granny	long	swimming	went	wit	
fifth	Ginger	grease	low	tiger	wet	woe	
fig	giraffe	great	lug	Tigger	whale	wok	
fight	girl	green	luggage	toggle	what	won	
finger	glad	grey	new	tower	wheat	wonder	
flag	Gloria	grin	now	town	wheel	wonderful	
flight	go	growl	owl	tugging	when	wood	
fog	goals	guard	own	two	where	wool	
frill	goat	guess	rearranges	waggle	while	word	
fudge	goes	gulls	ring	walk	whip	work	
fun	going	hag	Roger	Walt	whippet	works	
gag	gold	high	rug	Wanda	white	world	
gaggle	golly	hog	rugged	want	who	worn	
games	gone	how	sag	war	whole	wow	

Continued

LESSON 27

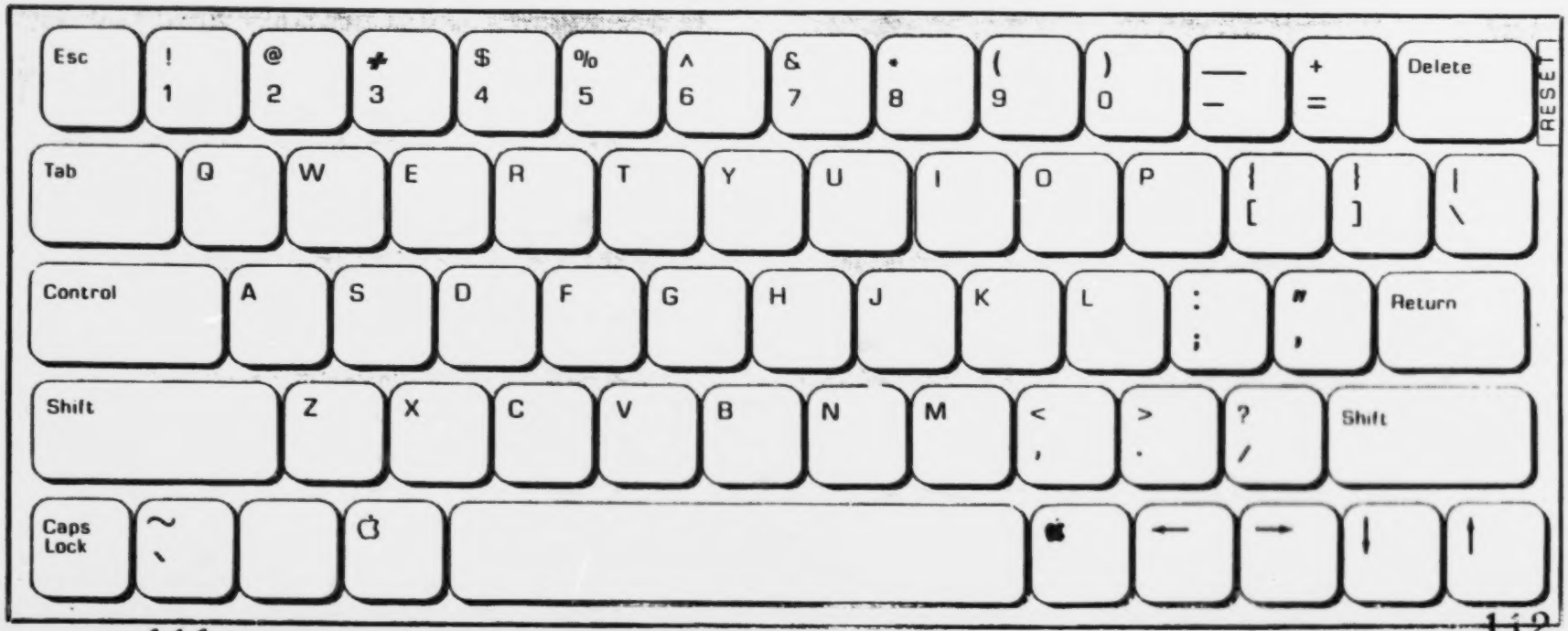
Alex	excuse	lax	quantity	quest	quotient	squeaky
aqua	exhausted	Max	quarrel	question	reflex	squiggle
aquamarine	explored	maxi	quart	quibble	relax	squire
ax	Expo	maximum	quarter	quick	requires	squirmy
axle	extra	Mexico	quartet	quicksilver	Rex	squirrel
box	Felix	mix	quay	quiet	sax	squirt
equal	fix	next	queasy	quill	saxophone	tax
exact	flax	ox	Quebec	quilt	six	taxi
exam	flex	quack	Queen	quip	sixteen	Tex
example	fox	quail	queer	quit	sixty	Texas
excelled	frequent	quake	quell	quite	sox	wax
excuse	hexagon	qualify	quench	quiver	squad	xerox
exercises	kumquats	quality	Quentin	quote	square	xylophone

LESSON 28

amaze	drizzle	lazy	pazzaz	sneeze	zeal	zest	Zola
azalea	Elizabeth	Liz	pizza	snooze	zebra	Zeus	zombie
buzz	fizz	lizard	prize	squeeze	Zeke	zigzag	zone
code	fuzz	maze	quiz	Tanzania	zenith	zinc	zoo
cozy	fuzzy	Mazie	realize	tweezer	Zeno	zip	zoom
crazy	haze	oz	size	whiz	zepplin	zipper	Zulu
doze	jazz	ozone	sizzle	zany	zero	zodiac	

LESSON 29

aren't	didn't	how's	it's	Mazie's	you've	zombie's
Buzz's	don't	I've	let's	they've	Zeno's	
couldn't	Eliza's	isn't	lizard's	we've	Zola's	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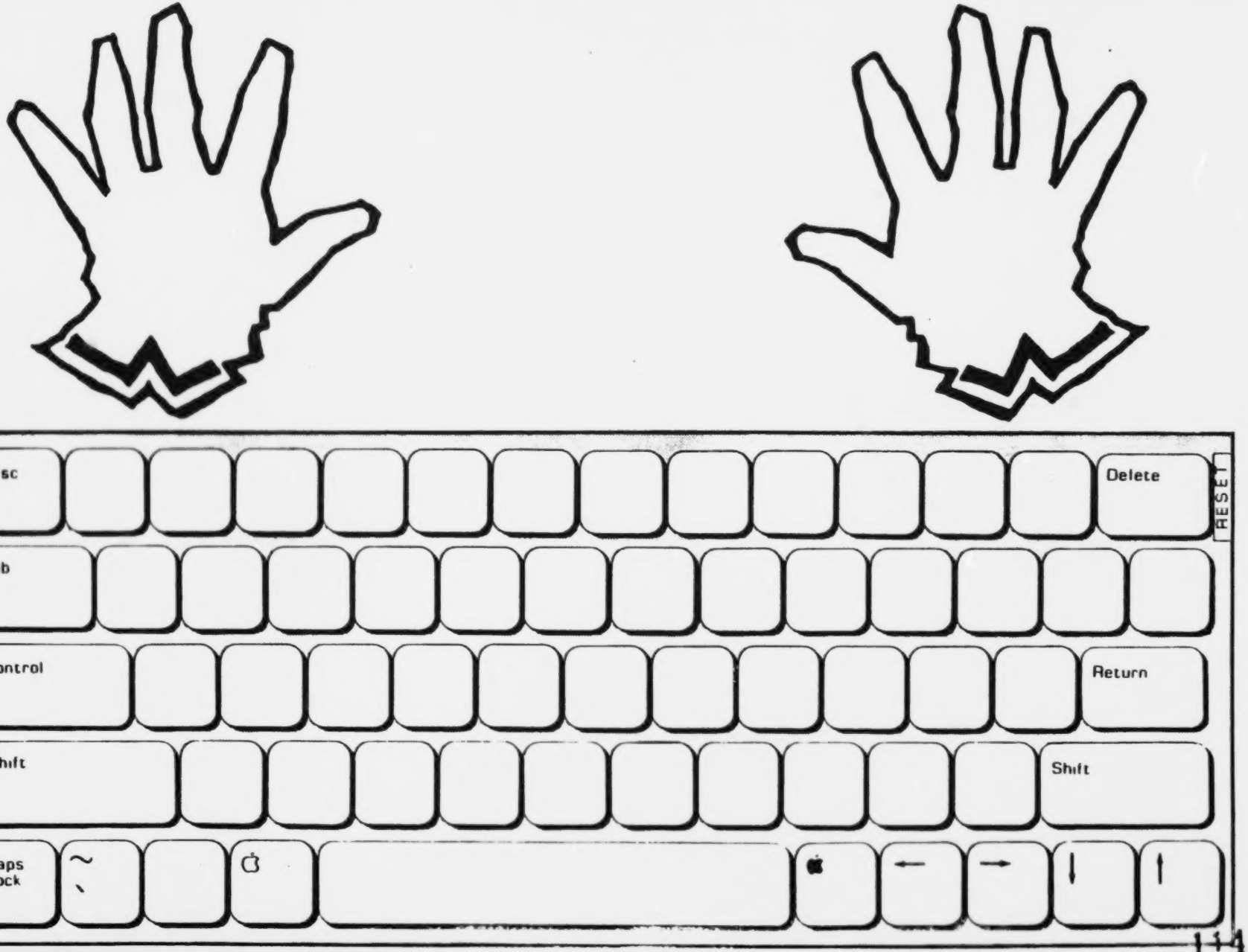
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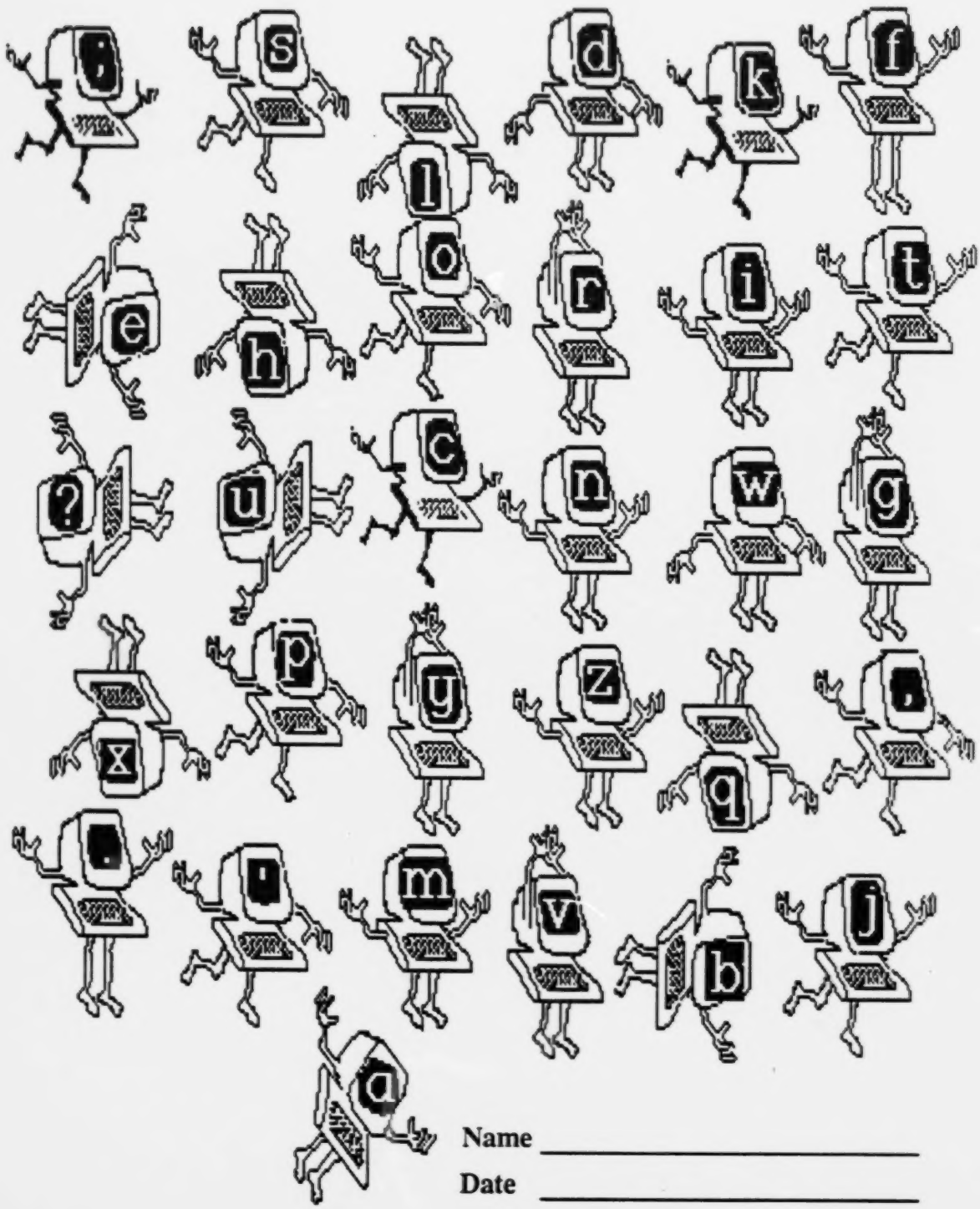
Student Progress Chart



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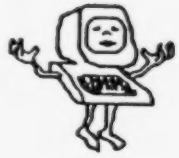

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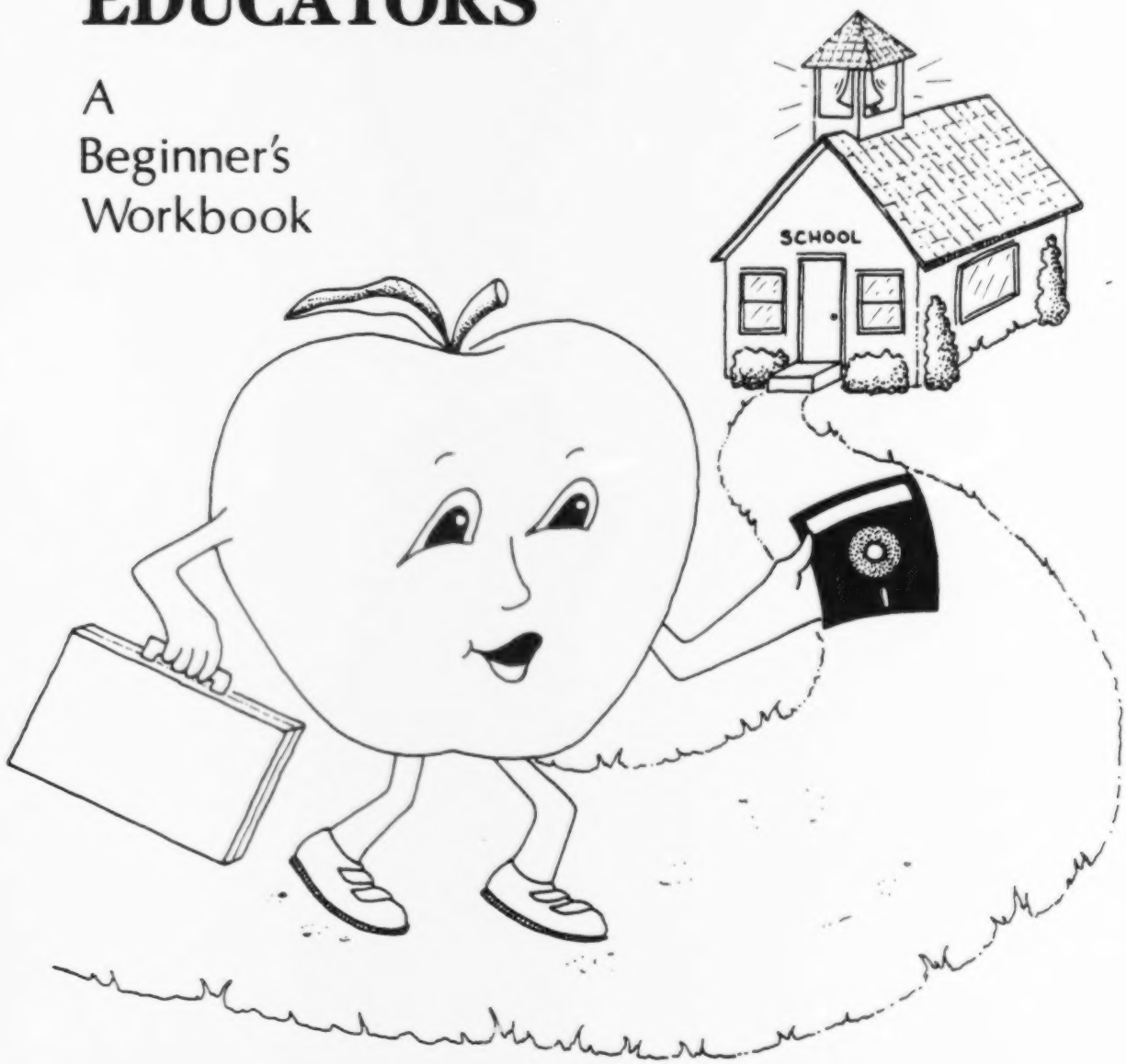

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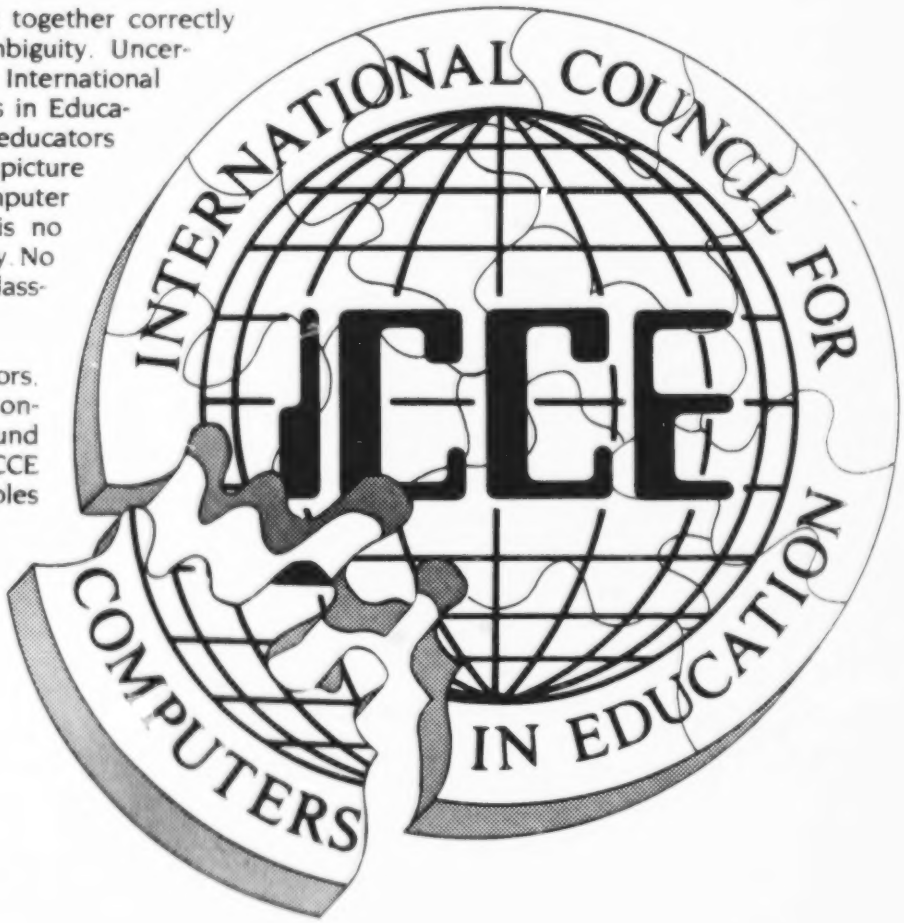

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